



Health and Safety Policy

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Part 1: HEALTH AND SAFETY POLICY STATEMENT OF INTENT

The Board, Chief Executive Officer and the Heads of Schools within Bohunt Education Trust (BET) are committed to securing the health and safety of staff, students, visitors and others in the community who may be affected by BET activity. Ensuring the continuous improvement in all areas of BET activity year on year is essential to the success of all its schools, and this includes health and safety.

We are committed to:

- Providing a safe and healthy learning and working environment.
- Preventing accidents/near misses and work-related ill physical and mental health.
- Comply fully with all the requirements of the relevant legislation, in particular;
 - The Health and Safety at Work Etc. Act 1974
 - Management of Health & Safety at Work Regulations 1999
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems 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 organisation.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Parts 2 and 3 of this Policy together with the processes and procedures referred to in each part (including the Trust H&S Handbook and its underlying documentation) form the Trust's Health and Safety Management System. The purpose of the Health and Safety Management System is to meet the above commitments and all staff, regardless of role, and including volunteers, will play their part in its implementation.

Neil Strowger
CEO

Part 2: ORGANISATION

1. Introduction

In order to achieve compliance with the Statement of Intent, BET Executive and each BET school leadership team have additional responsibilities assigned to them as detailed in this Part 2 of the policy.

2. Bohunt Education Trust (BET)

2.1 Equalities Assessment Impact Statement

The Trust is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to eliminating discrimination and recognise children's diverse circumstances. We ensure that all have the same protection, regardless of any barriers they may face and uphold our duties under the Equality Act 2010. We have reviewed the effect of this policy on those who may face additional or different barriers to securing its benefits than the population as a whole.

2.2 BET Board

The BET Board has the responsibility to ensure that:

- A clear written policy is created which promotes the correct attitude towards safety in staff, students, visitors and contractors.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both proactively and reactively.
- This Health and Safety Policy is reviewed annually, and its operation and performance is monitored by the Board annually.

2.3 Local Governing Bodies

Local governing bodies are responsible for:

- Appointing a governor as health and safety governor who will carry out the role as described in the BET Nominated Governors' Role Description.
- Monitoring health and safety performance in each School including the implementation of this Health and Safety Policy in their School, and the Trust Health and Safety Management System.
- Reporting the highest rated health and safety matters, whether recorded as risks on the School Risk Register or not, to the Trust Health and Safety Lead in accordance with the LGB Terms of Reference using the established reporting mechanics;

- Ensuring, through the established reporting mechanics set out above, the CEO and BET Board are advised of any matters which may adversely affect the delivery of BET's Statement of Intent as set out in Part I above.

3. The CEO

The CEO is responsible for the effective management of health and safety across the Trust. The CEO, has delegated the responsibilities below in so far as they relate to each School to the relevant Head of School, will secure the effective implementation of this policy by ensuring that Heads of Schools and the CFOO, working with the Trust H&S Lead as the Trust Competent Person and/or the Director of HR, as appropriate, will deliver the following:

- Communication of this Policy to all relevant persons.
- Provisions of appropriate information on significant risks given to visitors and contractors
- Provision for appropriate consultation arrangements in place for staff and their representatives.
- Provision of information, instruction and training on health and safety issues for all staff and volunteers.
- Completion of risk assessments of the premises and working practices.
- Identification of safe systems of work from risk assessments.
- Provision of emergency procedures.
- Inspection and testing of machinery and equipment to ensure it remains in a safe condition.
- Retention of records of all relevant health and safety activities e.g. assessments, inspections, accidents/near misses, training etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Investigation of accidents/near misses with the completion of any remedial actions required.
- Monitoring and controlling of the activities of contractors are adequately monitored and controlled.
- Reporting to the Board's Finance, Audit, and Risk Committee (on the health and safety performance of the Trust) at least once an academic year.

The CEO may further delegate the implementation of specific matters to any other member of BET Executive, and each Head of School may delegate specific matters to relevant School staff in discussion with the Trust H&S Lead and/or the CFOO.

3.1 Heads of Schools

Pursuant to above, the CEO has delegated responsibility for securing the implementation of each of the matters set out below in each School to the appointed Head of School. Each Head of School is therefore responsible within their School for ensuring the implementation of the following:

- Communication of this policy to all relevant persons.
- Provision of the information on significant risks to visitors and contractors in accordance with the requirements of the Trust H&S System including any direction given by the Trust H&S Lead as Competent Person;

- Implementation of the Trust's consultation arrangements for staff and their representatives as directed by the Director of HR.
- Provision of information, instruction and training on health and safety issues as mandated by the Trust H&S System or any direction given by the Trust H&S Lead as Competent Person;
- Completion of risk assessments of the premises and working practices as required by the Trust H&S System or any direction given by the Trust H&S Lead as Competent Person;
- Implementation of safe systems of work as identified from risk assessments.
- Implementation of all emergency procedures are in place in accordance with Trust H&S System;
- Inspection of machinery and equipment to ensure it remains in a safe condition including as mandated by the Trust H&S System;
- Completion and retention of all records required by the Trust H&S System of all relevant health and safety activities e.g. assessments, inspections, accidents/near misses, training etc.
- Delivery of the arrangements under the Trust H&S System to maintain a schedule of statutory inspections (as set out in the H&S Handbook) and to inspect (whether on statutory grounds or in accordance with good practice) the premises, equipment plant, vehicles and monitor performance, including through the appointment of an appropriately qualified and experienced Site Team, and the work of the Premises and Estates Governor is facilitated.
- Appropriate investigation of accidents/near misses; including escalation using the Trust H&S System and implementation of any remedial actions required or requested by the Trust H&S Lead as Competent Person.
- Monitoring and controlling in accordance with the Trust H&S System of the activities of contractors.
- Ensuring termly reporting to the Local Governing Body on the health and safety performance of the school in accordance with the Trust H&S System; implementation of the annual walkaround/H&S walkaround checklist for governors, and supporting the LGB to report the highest risks to The Trust Health and Safety Lead using the established reporting mechanics between LGBs and Board.
- Contact with external organisations such as the emergency services is co-ordinated
- Working with the Director of HR and Trust H&S Lead as appropriate, health assessment requirements are identified and advised

3.2 Trust H&S Lead

Trust H&S Lead with respect to BET Board, the CEO and Heads of Schools, and in consultation with the CFOO, will ensure that:

- The BET Board, the CEO, the Trust Lead for Governance, each Local Governing Body and Head of School and applicable Health and Safety School Group are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- Risk assessment requirements are co-ordinated and the implementation of any action required is monitored

- Risk assessments are reviewed and updated within the specific time periods required
- Termly regular Health and Safety /Groups are held where health and safety issues can be raised and discussed and give advice on health and safety training requirements
- Details of accidents/near misses, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities and recorded where appropriate in accordance with BET's processes and procedures
- Assistance is given to those charged with special responsibilities as set out in section 4 below in investigating and recording accident investigations
- Premises, plant, equipment and school vehicles are maintained in a safe condition
- Adequate arrangements are in place to ensure the security of all School premises, all staff, volunteers, visitors and students
- Adequate arrangements for fire and first aid are established
- Welfare facilities provided are maintained in a satisfactory state
- Working with the Trust Contracts Lead and CFOO as appropriate, contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant safeguarding and local health and safety rules and procedures
- Health and safety notices are displayed in each Trust premises as appropriate.

4. Teaching/non-teaching staff holding posts/positions of special responsibility

This includes all Associate Headteachers, Assistant Heads, all Heads of Departments/Faculties, Senior Site Manager, Catering/Cleaning Manager and Clerical Managers/Supervisors and may include Trust Subject Directors in relevant subjects or other Trust relevant staff. They must:

- Apply the Health and Safety Policy and any other relevant processes and procedures to their own department or area of work (including any subject specific requirements as set out in curriculum material (e.g. CLEAPSS) and be directly responsible to the Head of School and/or the CEO as applicable for the application of the health and safety procedures and arrangements.
- Identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks in accordance with the Trust H&S System.
- Carry out regular health and safety risk assessments as set out in the Trust H&S System of the activities for which they are responsible within the required frequencies/time periods
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Address health, safety and welfare problems that members of staff refer to them or refer to their line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- Ensure the provision of sufficient information, instruction, training and supervision to enable other employees, volunteers and students, as far as is reasonably practicable, to avoid hazards and contribute positively to their own health and safety.

- Ensure all accidents/near misses are investigated appropriately in accordance with Trust H&S System procedures, including ensuring it is reported in a timely fashion to the Trust H&S Lead, escalating in accordance with the Trust H&S system.

5. Special obligations of class teachers

Class teachers are expected, in accordance with Teachers' Professional Standards and Staff Code of Conduct:

- To exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Not to leave students unattended;
- To ensure that their actions do not lead to an insufficient adult to child ratio occurring in classrooms or other supervised areas at any time.
- To give clear oral and written health and safety instructions and warnings to students as often as necessary.
- To ensure the use of personal protective equipment and guards where necessary.
- To make recommendations to their line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- To integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in accordance with any specific requirements applicable to the subject being taught or in accordance with good practice and each School's curriculum for personal development
- To ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorization and the completion of any required statutory testing before use.
- Regularly check their classrooms for potential hazards and report any observed to the School H&S Lead and where curriculum specific, in accordance with the Subject Specific H&S handbook (e.g. Science)
- Report all accidents/near misses, defects and dangerous occurrences (including near misses) to their line manager and the School Site Manager in accordance with the Trust H&S System.

6. Obligations of all employees and volunteers

Apart from any specific responsibilities which may have been delegated to them, all employees should set a personal example and must:

- Act in the course of their employment or activity with due care for the health, safety and wellbeing of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the CEO, CFOO, Head of School, Trust H&S Lead as Competent Person or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents/near misses in accordance with BET's reporting procedures
- Cooperate with other persons to enable them to carry out their health and safety responsibilities.

- Inform their Line Manager and School H&S Lead of all potential hazards to health and safety, in particular those which are of a serious or imminent danger and to do so immediately.
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are identified and addressed prior to completion of the Purchase Order

7. Health and safety advice/competent person

Bohunt Education Trust has made appropriate arrangements for the appointment of a competent person to ensure all staff and Bohunt Education Trust are able to meet the requirements of health and safety law. Details of these arrangements as in place from time to time are notified and reminded to staff through Bohunt Education Trust's Health and Safety management system.

8. Obligations of contractors

When the premises are used for purposes not under the direction of the Head of School then, the nominated person in charge of the activities is responsible for the safe practice of the activities under their control.

All contractors must, in accordance with each School's processes for the management of contractors and third parties:

- Provide details of Public Liability Insurance, CSCS or trade cards prior to starting any work.
- Provide a specific risk assessment and method statement of the work to be carried out.
- Take reasonable care of their own safety
- Take reasonable care of the safety of students, school staff, volunteers and others affected by their actions
- Observe the safety rules and safeguarding procedures of the school
- Submit their health and safety policy and relevant risk assessments and method statements to the school for approval in line with School's processes
- Comply with and accept the School's health and safety and management of contractors processes
- Dress appropriately, sensibly and safely when on school or BET premises and for the task being undertaken
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- Use all safety equipment and/or protective clothing as required by the school or BET and as indicated in the risk assessment for the task
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate

- Report all accidents/near misses and serious incidents to the school whether an injury is sustained or not
- Ensure that their employees only use equipment for which they have been trained
- Observe all agreed procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment
- Must not obstruct fire exit routes unless necessitated by the work and appropriate temporary signage and alternative safe arrangement are agreed with the school in advance
- Provide adequate first aid arrangements unless otherwise agreed with the school.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School or CEO as the case may be or their representative will take such actions as are necessary (including suspend contractor operations and remove the contractor from site) to protect the safety of staff, students and visitors. All employees have responsibility to stop and report any unsafe act identified

9. Students

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

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene including with respect to the School's Uniform Code.
- Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with PPE and other items provided for their health and safety.

10. Visitors

Bohunt Education Trust has a duty of care to all its visitors as well as its staff, volunteers and students.

All visitors must sign in at the reception upon arrival, in accordance with H&S Handbook and established procedures. Their host is responsible for informing them of any potential health and safety hazards relevant to the areas they attend to visit. All visitors must be made aware of the emergency procedures, safeguarding policies, and general health and safety requirements.

Hirers of school premises are required to use plant, equipment and substances safely and must wear appropriate safety equipment where necessary. Hirers will be made aware of their health and safety responsibilities when making the booking.

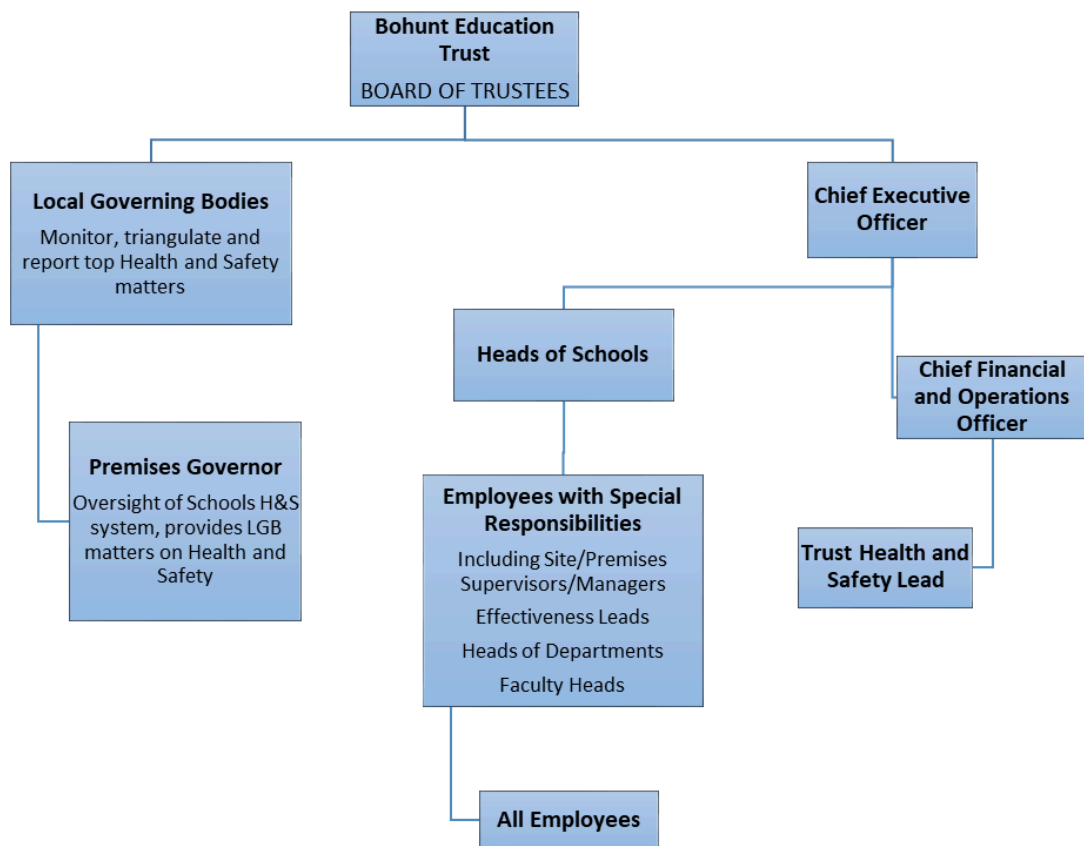
While on site:

- All visitors and contractors must wear a visitor's badge
- Cleaning contractor employees must wear an identifiable uniform or an identity badge at all times.
- Temporary teaching staff covering lessons must report to reception upon arrival to confirm their presence.

If a member of staff encounters an unfamiliar individual without a visitor's badge, they should, if they feel safe, approach the person to offer assistance and direct them either to reception or off-site as appropriate.

In the event of an uncooperative intruder, threatening behavior, or a violent incident, staff should immediately seek police assistance by telephone. Staff must never put themselves at risk.

II. Health and Safety Management Structure



Part 3: PROCEDURES AND ARRANGEMENTS INTRODUCTION

Each BET School follows the Trust H&S System which sets out further procedures and arrangements relating to each of the following items, and where applicable each School's specific processes to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal and statutory requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to all Trust premises, including each School. For a number of these areas there are more detailed policies and written procedures in place and these will be provided as applicable to staff, including volunteers and visitors.

3.1 Accident, Incident, and ill Health recording, reporting and investigation

Together with the Health and Safety Handbook and each School's more detailed processes and procedures as well as any relevant subject specific material (such as CLEAPSS), the procedures below are to be followed when any employee, student visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises. Employees who develop a work-related illness must also report via these procedures.

Definitions: An **accident** is an event that causes injury or ill health to persons, damage to property or a combination of both.

An **incident/near miss** is an unplanned event that does not cause injury or ill health or damage but has the potential to do so.

A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the school.

All accidents/near misses resulting in personal injury must be recorded on the Trust Accident H&S System and appropriately escalated if needed to the CEO, CFOO and Trust Board. These will then be discussed with an appropriate competent person (either external or internal) and under their guidance the incident will be referred to the Health and Safety Executive.

Completed Accident Report Forms will be stored, and reviewed in accordance with the processes set out in each School's Accident recording processes as set out in the H&S Handbook

ProActive Monitoring Systems

Proactive monitoring provides essential feedback on safety performance and the effectiveness of the safety management system before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at BET are;

- The periodic examination of documents to check standards are complied with, e.g. reviewing risk assessments, training records, induction records.

- The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out by the Head of School, the Site Manager, and the ASM with the use of the Smartlog Health and Safety Management System.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
- Safety tours and inspections, as above.
- Audits (Health and Safety audits, Fire Risk Assessment etc.) annually as above.
- Regular reports to management meetings (BET and BET school council).
- Other measures (accident monitoring, Environmental Health visits, Investors in People, OFSTED)
- Premises and Estates governor monitoring

3.2 Asbestos

Each BET School has processes and procedures in accordance with the Health and Safety Handbook in place to protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed as set out in the Handbook.

3.3 Behaviour Management

All staff must be familiar with the School policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

3.4 Bomb Threat Procedure

All BET Schools have procedures and policies in place to address bomb threat and other emergency situations in accordance with the School's Security Procedures and documentation.

3.5 Bullying

Bullying at work is never acceptable and all staff have the right to be treated with dignity and respect at work. Bohunt Education Trust's Dignity at Work Policy sets out specific provisions, as well as provisions in the School's Behaviour Policy and Unreasonable Complaints Policy.

3.6 Catering

In each School the Catering Manager is responsible for the safe operation of the catering facilities. They must:

- Be familiar with the Health and Safety Policy, and the Trust Health and Safety Handbook.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the School Site Manager, and Head of School of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

- School staff must not use the catering facilities and equipment without the prior agreement of the Head of School and Catering Manager.

3.7 Cleaning and Maintenance

The Site Manager is responsible for ensuring the safe, routine maintenance and cleaning of the School premises and grounds in accordance with BET policies and procedures the Health and Safety Handbook for maintenance, including with respect to spillages of bodily fluids.

3.8 Community Users/Hirers

The Site Manager/Operations Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises are safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment
- Duty Site Manager is available and is obtainable by mobile phone and radio

3.9 Contractors

The BET school is responsible for the selection and management of contractors in accordance with the provision set out in the management of contractors' procedures in the Health and Safety Handbook.

The provisions of Paragraph 8 of Part 1 of this policy apply. School staff must be aware of this policy and report any concerns regarding contractors' activities to the Head of School.

3.10 Curriculum Safety (including out of School learning activities)

Heads of Department/Faculty are responsible to their line manager (AHTs or Heads of School as appropriate) for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students. This includes but is not limited to curriculum subjects including Science, Technology/Design, Sport/PE.

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

Guidance from CLEAPSS, AfPE, DATA and other lead bodies should be adopted as appropriate as set out in the Health and Safety Handbook.

3.11 Display Screen Equipment (DSE)

All staff identified as display screen equipment users must, in accordance with the Health and Safety Handbook, complete periodic combined DSE training and workstation assessments and any issues will be actioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding three years or if substantial changes are made to the workstations or working environment.

3.12 Electrical Equipment – to be read in conjunction with Electrical Safety Policy

Each School has its own Electrical Safety Policy which must be followed. The H&S Handbook sets out specific processes and procedures with respect to electrical equipment.

3.13 Emergency and Security Procedures

Each School and the Trust has a separate procedure for managing an Emergency and Security issues which should be followed in the event of any of the following:

- People related issues – Major accidents/near misses, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
- Premises issues – Fire, explosions, floods, subsidence

3.14 Technological – Computer related issues

The Trust's Business Continuity Policy also provides processes and provisions to be taken where normal operations are interrupted for any reason including an emergency.

3.15 Eye tests

Bohunt Education Trust has made arrangements at its cost for all users of display screen equipment to attend a full eye and vision test in compliance with the Health and Safety (Display Screen Equipment) Regulations. Details of this can be provided by HR.

3.16 Fire

All staff must be familiar with the School Fire safety risk assessment, the School emergency plan and evacuation procedures as well as the specific provisions of the Health and Safety Handbook with respect to Fire Procedures.

3.17 Glazing Safety

Due to the design of BET school buildings, some sites contain extensive internal glazing, including glazed classroom walls and corridor panels. These glazed surfaces must be kept clear at all times and must not have any items affixed to them. Glazing panels located on walkways will be clearly marked to reduce the risk of accidental collision.

All glazing is strengthened safety glass and will provide protection on fire routes. Please see the Health and Safety Handbook.

3.18 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. All Schools will have established daily processes and procedures as set out in the H&S Handbook to secure good housekeeping.

3.19 Hazardous Substances

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Please see the Health and Safety Handbook.

3.20 Hazard Reporting

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, visitor or contractor is encouraged to report any sub-standard condition or

practice in accordance with each School's specific processes and procedures. Generally, this should be done to the site team in accordance with the School's reporting mechanism as set out in the Health and Safety Handbook.

3.21 Health, and Safety Forum

Bohunt Education Trust consults its employees on health and safety matters through its health and safety forum.

The Health and Safety Handbook sets out the terms of reference and meeting arrangements for this forum.

3.22 Inclusion

The Head of School is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any member of staff or student with physical disabilities. Please see the separate Trust policies relating to supporting students with medical conditions and the SEND Policy and each School's Accessibility Plan.

3.23 Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure in accordance with the procedure in the Health and Safety Handbook.

3.24 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. A lone working risk assessment will be written specific to each school and where necessary to an individual member of staff where required.

3.25 Managing Medicines

The Trust policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

3.26 First Aid

BET schools produce a First Aid Policy to set out suitable arrangements for the provision of first aid for staff, students and visitors who are injured within the School Premises.

3.27 Maintenance and repair of equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

All faulty equipment must be taken out of use, quarantined and reported to the Site Manager in accordance with the School's hazard reporting mechanisms. Staff must not attempt to repair equipment themselves. Please see the Health and Safety Handbook for further information.

3.28 Manual Handling

Each School will ensure that all significant manual handling tasks are risk assessed, that staff receive appropriate training and that these tasks are eliminated wherever reasonably practicable. Please see the Health and Safety Handbook for further information.

3.29 Off Site visits

The Trust's Educational Visits Policy provides specific provisions and procedures for such visits.

3.30 Personal Protective Equipment (PPE)

If the need for PPE has been identified in Risk Assessments, it is the Head of School (which may be delegated to the site manager) responsibility to ensure adequate supplies of PPE. Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health. Any staff member or student who refuses to use the PPE will be subject to disciplinary action and will not be allowed to partake in the relevant activity. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

3.31 Physical Intervention

The Trust has a separate Physical Intervention Policy.

3.32 Radioactive Substances and radiation

Each School will appoint and suitably train a Radiation Protection officer as required and advised and ensure that it has systems in place for addressing the risk of radiation as set out in the Health and Safety Handbook.

3.33 Risk Assessment

Risk assessment is a systematic examination of what within our premises can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

All Schools conduct risk assessments of health and safety hazards covering all BET premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- Assessments are carried out and records are kept
- Control measures introduced as a result of assessments are implemented and followed
- Employees are informed of the relevant results and provided with necessary training
- Any injuries or incidents lead to a review of relevant assessments
- Assessments are regularly monitored and reviewed and at least at intervals of every two years or whenever a change arises that requires a change in risk assessment
- Suitable information, instruction and training will be provided to all persons involved in the risk assessment process

It is the responsibility of the Head of School with the support of the Area Support Manager to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to Heads of Departments and Managers.

Generic/Model risk assessments are acceptable so long as the assessor:

- Adapt the model to their own actual work situations. Satisfy themselves that the 'model' risk assessment is appropriate to their work;

3.34 Safeguarding

The Trust's Safeguarding Policy provides specific provisions and procedures for safeguarding practice.

3.35 Security

CCTV systems are installed throughout our Schools and will be used in accordance with the BET CCTV Policy.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Trust accepts no responsibility for items left unattended. In the event of a theft in The Trust, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any Trust equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the line manager who may escalate it to the Head of School. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

The Trust's provisions relating to Emergencies also relate to this area, and each School's Security Policy and processes and documentations provide further information.

3.36 Severe weather conditions

In the event of severe weather conditions, it is the responsibility of the Head of School in liaison with the CEO and Chair of LGB to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, governors will be informed.

3.37 Smoking

Smoking is not allowed anywhere on BET property or equipment (for example, minibuses)

3.38 Staff training and development

As in all areas of Trust activity line managers are responsible for assessing the health and safety training needs of all staff and for ensuring that staff are able to attend any identified training. For classroom based staff, Heads of Department and Heads of Faculty also monitor training needs including for health and safety commensurate to the staff role and area of work: for non-classroom based staff, the relevant line manager is responsible for ensuring staff training in all areas. For site staff, health and safety training will play a key part in their role, and their line manager is responsible for ensuring all staff are trained accordingly; the Area Support Manager monitors this training and advises where skills gaps can be best fulfilled by additional training in health and safety. The line manager (and Head of School) are responsible for ensuring all such staff attend all training.

Safety induction forms part of the Trust's Induction for all staff.

Training must also be given to all key staff and staff with special responsibilities, such as the Site Manager, First Aid staff and Staff taking students on trips.

The School will keep a record of all staff who have been trained and the expiry dates of any certificates.

3.39 Stress & Wellbeing

Bohunt Education Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. The Trust's Dignity at Work Policy as well as other relevant policies supports the Trust's commitment to this, as well as the provisions of this policy.

Stress management through risk assessment and appropriate consultation with staff through the Health and Safety Forum will be periodically reviewed and acted upon in accordance with current guidance from the Health and Safety Executive. Further information is set out in the Health and Safety Handbook.

3.40 Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment.

3.41 Transport

All members of School staff that use their own vehicle for work journeys must follow the provisions of the Health and Safety Handbook in this respect. All Schools have their own Minibus Policy.

3.42 Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated within Bohunt Education Trust. Each School's Behaviour Policy and Unreasonable Complaints Policy also supported this commitment, together with this Policy and the School's Security Policy and comments.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential.

3.43 Working at height

Each School will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities. All significant tasks will be risk assessed, staff must receive appropriate training and these tasks will be eliminated wherever reasonably practicable. Further information is set out in the Health and Safety Handbook.

3.44 Work experience placements (students) and careers placements

BET guidance on student work placement / experience relates to the placement of pupils on employers' premises in which the pupil carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience. It includes the application of the Working Hours Regulations.

3.45 Working Time Regulations 1998

Bohunt Education Trust recognizes the importance of staff wellbeing and the Flexible Working and Career Sabbatical Policy provides more detail. Each School and Bohunt Education Trust have set out clear provisions relating to the application of the Working Time Regulations for each role, and where

staff are covered by the Working Time Regulations, the Trust and each School is committed to ensuring the provisions are followed.