



health and safety policy – part 3
City of Birmingham Foundation



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1. Introduction

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

The document provides a summary of all the key Health and Safety arrangements applicable to the Trust.

More detailed policies and written procedures for a number of these areas are available in the 'Policy' section of the Trust's intranet (under Estates) and within the Academy Health and Safety Management File.

2. Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to Principal (or designated responsible person) who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive, as appropriate.

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

3. Asbestos - if applicable

All employees must read and ensure they have read and understood the Trust's Asbestos Management policy.

- The Estates Cluster Supervisor and local Estates Team are responsible for ensuring that the Academy's Asbestos Log is read and signed by all contractors before starting any work on the premises.
- Staff must not affix anything to walls, ceilings etc., without first obtaining approval from the Estates Cluster Supervisor.



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- Staff must report any damage to asbestos materials immediately to the Principal and Estates Cluster Supervisor and the Estates Helpdesk.
- Where damage to asbestos material has occurred the area must be evacuated and secured. The principal will immediately notify the Estates Director, the Chair of the Governing Body/Trust by telephone.

4. Contractors

The Estates Cluster Supervisor in conjunction with the Regional Estates Manager is responsible for the selection and management of contractors in accordance with the Trust's Managing Contractors' Policy.

5. Curriculum Safety (including off-site learning activities)

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

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

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

6. Display Screen Equipment

- Principal is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.
- Regular laptop users will be provided with docking stations.
- Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.



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- For Support Centre central employees the line manager is responsible for ensuring a DSE assessment is completed and action taken as required.
- Where employees routinely work from home, for example central staff, they are required to undertake 'Working from Home Safety' elearning training that will be assigned by the Estates

Team upon receipt of a request from the individuals line manager.

7. Educational Visits and Journeys

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

Principal and the EVC are responsible for ensuring that all Academy outings are managed in accordance with the Trust policy for Educational Visits

Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

8. Electrical Safety

The Estates Cluster Supervisor and Regional Estates Manager are responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

The Estates Cluster Supervisor and local Estates Team will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

All staff must be familiar with school procedures and report any issues or problems to the Estates Team via the Estates Helpdesk.

Staff must not bring electrical equipment into Trust without the permission of Principal.



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9. Fire Precautions and Emergency Procedures

Principal is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually (in conjunction with the Regional Estates Manager).
- The Trust emergency plan and evacuation procedures are regularly reviewed.
- All staff complete Fire Safety Awareness.
- A Fire drill is completed every term.
- The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs. The Estates Cluster Supervisor and local Estates Team are responsible for:
 - The maintenance and inspection of fire safety systems and reporting significant findings to the Principal.
 - The maintenance of exit/escape routes and signage.
 - Supervision of contractors undertaking hot work.

All staff must be familiar with the Academy's Fire Risk Assessment, the emergency evacuation plan and the Fire Management policy.

10. First Aid

The Principal is responsible for ensuring that there is an appropriate number of qualified first aiders available and that the names of the qualified First Aiders are displayed on the notice board in each Academy.

First Aid supplies are available and it is the responsibility of the Academy team to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medicines Policy.



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11. Hazardous Substances

The Estates Cluster Supervisor is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

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

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

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

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

12. Inclusion

- Each academy complies with the Trust policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.
- The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.
- All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.



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

13. Lettings/shared use of premises/use of Premises

outside normal hours The Principal is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Safety Policy and the lettings policy.

The Estates Cluster Supervisor, in conjunction with the Regional Estates Manager and the local Estates Team, are responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

14. Lone Working and Working from Home

- Lone workers can be defined as anyone who works by themselves without close or direct supervision, this can include working from home
- Premises and cleaning staff may be regular lone workers within an Academy, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times
- Any member of staff working after hours in an Academy must notify the Principal and the local Estates Team of their location and intended time of departure
- Lone workers should not undertake any activities which present a significant risk of injury.
- The Estates Team are issued with SoloProtect lone working protection devices that they are required to use at all times. These are used to summon assistance should the need arise and protect the Estates Team member whilst lone working



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- 'Working from Home' - refer to the Trusts HR Working from Home policy (located on the intranet) for full details of this policy. The following relates to the safety aspects only;
- Hybrid workers have the same health and safety duties as all other members of staff. You will be required to take reasonable care of your own health and safety while working remotely and must comply with the Trust's Health and Safety Policy
- The Trust is committed to enabling its employees to work safely whatever their location and this is supported in its provision of information and training for those routinely working from home. Such employees are required to undertake the Trusts 'Working from Home Safely' online training which will be allocated by the Estates Team via our online training partner.
- The Trust may also require a risk assessment to be undertaken of the work activities carried out by the employee when working from home or remotely. The purpose of completing a risk assessment is to identify the hazards relating to the hybrid worker's work activities and to decide whether sufficient steps have been taken to prevent harm to the hybrid worker or anyone else who may be affected by their work.

Risk assessments in relation to the home working environment may, depending on what approach is viewed as most appropriate by the Trust be carried out: • by another employee or contractor on the Trust's behalf (and, in order to facilitate this, you are required to provide access to your home to the extent described above); or by you, on a self-assessment basis. Where self-assessments are required, the employee will be provided with appropriate risk assessment training and advice, and you are expected to cooperate fully in training for and undertaking the assessment.

Employees who work with display screen equipment will be provided with an online assessment tool to ensure that the equipment is safe and fit for use and training that will include information on breaks from work, in line with standard guidelines for other employees. This will be provided by the Estates team via our online training partner.



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Employees should report any accident at home or health and safety concerns to their line manager as soon as possible.

The employees, as the owner and/or occupier of their property, are responsible for ensuring the safety of any visitors to the premises, as well as any other family members, particularly children, and that the general fabric of the home and its fixtures and fittings, including in any area in which they work, are maintained in a safe and functional state for performance of work there, for example, electrical sockets and lighting.

15. Managing Medicines and Drugs

No student is allowed to take medication on the Academy site without a letter of consent from his/her parent/carer.

Staff must notify Principal if they believe a student to be carrying any unauthorised medicines/drugs.

The First Aid and Administration of Medicines provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

16. Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the local Estates Team and the Estates Cluster Supervisor.

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

All faulty equipment must be taken out of use and reported via the Estates Helpdesk to the Estates Cluster Supervisor. Staff must not attempt to repair the equipment themselves.



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17. Manual Handling and Lifting

The Principal will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the local Estates Team for assistance, logging any such requests on the Estates Helpdesk.

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

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

All Trust employees undertake manual handling training every two years via Judicium's eLearning platform.

18. PE and Playground Equipment

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

The Estates Team is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the local Estates Team.

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

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

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

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

Any faulty equipment must be taken out of use and reported to the Head of Department or the Premises team.



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19. Personal Protective Equipment (PPE)

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

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

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

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

20. Risk Assessments

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

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

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

The Estates Cluster Supervisor in conjunction with local and regional Estates Team, will undertake risk assessments for maintenance and cleaning.

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

21. Security

The Estates Team is responsible for the security of the Trust site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Estates Team is also responsible for the security of the site after normal school hours use and lettings.



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

If an intruder becomes aggressive, staff should seek assistance. Estates staff can raise an alarm using their Lone Working Solo Protect device.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone; if this is not possible, then these should take place in the reception area

where assistance is available. The Principal should be notified in advance of these meetings, where possible.

Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Principal, and the requirements set on section 30 should be followed.

22. Academy / Site Maintenance

The Estates Team are responsible for ensuring the safe maintenance of the Trust premises and grounds and for ensuring cleaning standards are maintained.

The Estates Team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Principal.

All staff are responsible for reporting any damage or unsafe condition and must do this via the Estates Helpdesk immediately. When the matter is urgent, this should be communicated by phone/radio in the first instance.

23. Smoking

It is illegal to smoke anywhere within the premises. Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

24. Training and Development

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



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All new staff will receive academy specific information and training in health and safety as part of their induction process.

All staff will receive health and safety and fire safety awareness training on an annual basis.

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

Health and safety will be a regular agenda item for staff meetings and form part of an Academy's INSET day programme in each academic year.

25. Stress and Wellbeing

The Trust and the Principal are responsible for taking steps to reduce the risk of stress in the Academy by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- The provision of training to enable them to carry out their jobs competently.
- Control to plan their work and seek advice as required.
- Involvement in any significant changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

26. Swimming

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



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

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

27. Visitors

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

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

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

28. Working at Height

The Estates Team is responsible for the purchase and maintenance of all ladders on the premises.

All ladders conform to BS/EN 131 standard.

The Estates Cluster Supervisor in conjunction with the Regional Estates Manager is responsible for completing risk assessments for all working at height tasks on the premises.

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

When decorations or displays need to be put at height, a step stool or small step ladder must be used.

Standing on desks, chairs or other furniture is not permitted.



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Do not work at height when you are alone. If you are planning to use a step ladder, ask the Estates Cluster Supervisor to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

All Trust employees complete Working at Height training every two years via Judicium's eLearning Platform

29. Control of Infections

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

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

30. Harassment, Violence and Aggression

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

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

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

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

Individual student risk assessments or Care Plans will be completed Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;



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

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

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

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

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

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

To enhance the learning environment and achieve a safe and secure community, the Academy and / or Trust will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

31. New and Expectant Mothers

Staff that is a new or expectant mother should notify their line manager as soon as practicable.

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

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

The Trust should consider these risks when completing the risk assessment:

- Working with hazardous substances



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

32. Supervision of students

Staff will actively promote sensible, safe behaviour of our students;

Dangerous or risky behaviour displayed by students will be addressed and dealt with in the Academy's behaviour policy and general rules;

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

Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

33. Water hygiene management (control of Legionnaire' disease)

The Principal will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the local Estates Team and specialist external contractors

The Trust will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify



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and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

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

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

34. Conclusions

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