



Bridgwater & Taunton College Trust

Health and Safety Handbook

2021-2022

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INTRODUCTION

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. After reading it you will be required to confirm that it has been brought to your attention. If you have any queries regarding the content, please do not hesitate to ask.

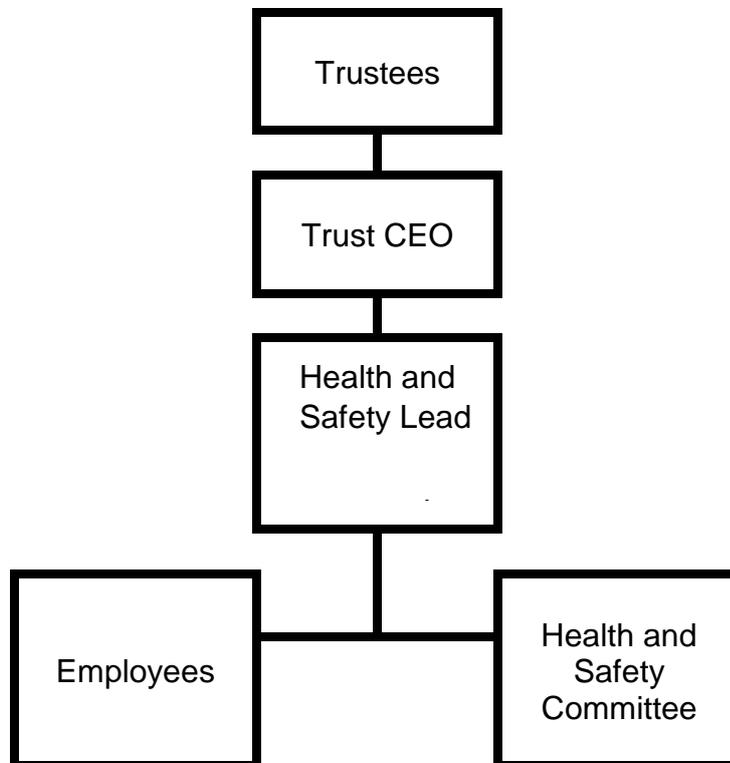
The Trust takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your manager or the Health and Safety Lead.

Safety is everyone's responsibility and that includes you.

For most of the following items, a specific Policy is available on the staff drive. If an item listed is relevant to your work, you must read and comply with the content of the specific Policy.

HEALTH AND SAFETY ORGANISATIONAL CHART

Our Organisation for the Implementation of Health and Safety



HEALTH AND SAFETY POLICY STATEMENT

The management of the Academy recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Academy's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities, the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review Risk Assessments to identify proportionate and pragmatic solutions to reducing risks
- communicate and consult with its employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that they can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain the premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from its work activities
- provide adequate training and ensure that all employees are competent to do their tasks
 - provide an organisational structure that defines the responsibilities for health and safety
 - provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

RESPONSIBILITIES AND RULES

The Trustees, Chief Executive Officer, Head Teacher, Health and Safety Lead and senior staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety, and in any of the Academy's activities, both on and off site.

EMPLOYEES

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
 - use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety or the safety of others
- maintain all equipment in good condition and report defects to their line manager or the Health and Safety Lead.
- report any safety hazard or malfunction of any item of plant or equipment to their line manager or the Health and Safety Lead
- report all accidents to their line manager whether an injury is sustained or not and ensure the relevant paperwork is completed and submitted to the Health and Safety Lead.
- attend or complete, as requested, any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

STUDENTS

All students must:

- co-operate with Teachers and Academy staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to a Teacher

GENERAL

- it is the duty of all employees to co-operate with the Board of Governors in fulfilling our legal obligations in relation to health and safety
- employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare
- employees are required to notify management of any unsafe activity, item or situation

ACADEMY TRANSPORT

All drivers of Academy transport must:

- carry out prescribed checks of vehicles prior to use
- only drive or operate a vehicles for which they hold the appropriate driving licence or permit
- not carry unauthorised passengers or unauthorised loads
- not use vehicles for unauthorised purposes
- not load vehicles above the stated capacity
- not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability
- plan adequate breaks to ensure they are not driving tired.

All employees who complete business miles must:

- have sufficient business insurance for their vehicle
- abide by any restrictions on their business insurance relating to passengers

ACCIDENTS AND FIRST AID

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

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

All employees must:

- seek first aid treatment for any accident or injuries they sustain whilst at work, by contacting Reception who will locate and dispatch a first aider. Upon returning from treatment they must report the incident to their line manager
- ensure that any accident or injury treatment is properly recorded on an Accident form – the First Aider will complete this at the time of treatment.
- report all near misses to the Health and Safety Lead and their own line manager so that the situation can be made safe to prevent a recurrence
- notify management of any incident in which damage is caused to property

ASBESTOS

The Academy will:

- protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable
- Inform relevant persons about the presence of asbestos as required
- ensure that no-one is allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

Where a problem arises relating to the condition of asbestos-containing material, the employee must inform the Premises and Estates Manager immediately.

COMMUNICATION AND CONSULTATION

The Academy has established effective lines of communication to involve and consult employees. These include:

- individual conversations
- notice boards
- internal publications
- staff meetings
- Health and Safety meetings

In addition, the Academy displays the 'Health and Safety Law – What You Need To Know' poster.

DISABLED PERSONS INCLUDING STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

The Academy will give full and proper consideration to the needs of disabled employees, students and visitors. To achieve this, the Academy will:

- treat all disabled employees, students and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Academy's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled person and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers and the Health and Safety Lead
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

DISPLAY SCREEN EQUIPMENT

The Academy will:

- take all reasonable steps to secure the health and safety of employees who work with display screen equipment
- for employees classed as DSE 'Users', the Academy will carry out a workstation assessment and implement necessary measures to remedy any risks found as a result

ELECTRICITY

All reasonable steps will be taken to secure the health and safety of employees, volunteers and students who use electrical equipment.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to the Premises and Estates Manager
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto Academy premises until it has been tested and a record of the test has been included in the appropriate record system.
- not leave electric cables in such a position that they will cause a tripping hazard
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- ensure every effort is made to minimise the use of extension leads as a temporary measure and report any issues to the Premises Team
- ensure suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- ensure power socket-outlets are switched off before plugging in or unplugging
- ensure equipment is switched off and/or unplugged before cleaning or making adjustments

FIRE PRECAUTIONS

Employees must:

- comply with all laid down emergency procedures
- not obstruct any fire escape route, fire equipment or fire doors
- not misuse any fire-fighting equipment provided
- report any use of fire-fighting equipment to their line manager and the Health and Safety Lead
- take all reasonable steps to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations
- only attempt to extinguish a fire if they are trained and it is safe to do so.

- immediately evacuate buildings as soon as the alarm sounds.
- report to the pre-determined assembly points.
- not re-enter buildings under any circumstance until the Fire Service (or the senior person present at the assembly point for fire drills) declares it is safe to do so.
- report any concerns regarding fire procedures so they can be investigated and any remedial action can be taken as appropriate.
- know the location of break glass units, fire appliances, fire exits and assembly points.
- escort their visitors to the assembly point and stay with them
- not leave the assembly point before notifying the senior person present.

The Premises Team will meet and liaise with the emergency services and the senior member of staff present, giving them pertinent information related to the emergency situation, such as location and details of the emergency, location and presence of all hazardous and flammable materials, head count statistics, etc.

HAZARDS, WARNING SIGNS AND NOTICES

Employees must comply with all hazard/warning signs and notices displayed on the premises.

HEALTH

Employees must:

- report any medical condition or medication which could affect the safety of themselves or others to their line manager and ensure medication is stored securely at all times during working hours.
- co-operate with the management and implementation of medical and/or occupational health provisions

INFECTION CONTROL

Academy staff and students are from time to time at risk of infection or of spreading infection. The Academy aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures. Therefore, staff must notify the Head Teacher and Health and Safety Lead if they develop any infectious diseases or symptoms, so that suitable control measures can be put in place. This includes but is not limited to:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- Jaundice
- Hepatitis
- Chicken Pox, Scarlet Fever, Measles, Mumps, Rubella and Shingles
- HIV

Staff must report diseases which they believe may have been contracted through their work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Head of Health and Safety.

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any wilful breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action. However, it may be necessary to inform Public Health England immediately.

INTERACTIVE WHITEBOARDS

All reasonable steps will be taken by the Academy to secure the health and safety of employees and students when interactive whiteboards are used. Users must:

- avoid staring into the projector beam at all times
- try to keep their back to the beam as much as possible
- use the stick or laser pointer provided whenever possible.

LONE WORKING

Employees must:

- have access to a telephone and ensure that a relative or colleague is aware that they are lone working
- inform the appropriate Premises and Estates Manager if they are intending to start work early or stay late or if they will be on site during Academy holidays
- should lock themselves in the building if they are the only one in the building
- not place themselves in danger by challenging intruders or vandals but should call the police for assistance
- be responsible for making themselves familiar with and following the Academy's safety procedures and know the location of safety equipment

- ensure they have reception on their mobile within the Academy. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times
- in the situation where two or more people are working in isolated areas of an otherwise unoccupied building, keep each other informed about their movements
- report all accidents, injuries, near-misses and dangerous occurrences
- be capable of responding correctly to emergencies. Risk Assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the activity or work being undertaken
- managing and recording of accidents, incidents, near misses and dangerous occurrences
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure

MANUAL HANDLING

The Academy will take all reasonable steps to provide a safe working environment for all employees who may be affected by manual handling activities.

Only those persons who have been trained to manually handle items safely may do so. Typically, this is the Premises Teams, PE Teams and IT Team.

NEW AND EXPECTANT MOTHERS

The Academy recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or be returning to work after having a baby, then you are requested to notify your Head Teacher, Head of Human Resources and Health and Safety Lead at the earliest possible opportunity so the relevant paperwork and restrictions can be implemented.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should also disclose any changes which may affect the risk assessment, including any medical conditions, incidents etc.

PROTECTIVE CLOTHING AND EQUIPMENT

Employees must:

- use all items of protective clothing/equipment provided as instructed
- store and maintain protective clothing/equipment in the approved manner
- report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor

- ensure the PPE fits correctly, is comfortable and fully adjusted

The Academy provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

RULES COVERING GROSS MISCONDUCT

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction

SUPPORTING STUDENTS WITH MEDICAL NEEDS

The Academy's policy is to support students to attend the Academy who have a medical condition. The Academy will therefore:

- support the administration of short and long term medication and medical techniques where this is necessary for the student to continue to be educated at the Academy □ put in place procedures to deal with emergency medical needs.
- establish procedures to ensure that staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.
- ensure individual Health Care Plans are in place for those students with significant medical needs such as chronic or ongoing medical conditions (diabetes, epilepsy, anaphylaxis etc). These plans will be completed at the beginning of the Academy Year, when a student enrolls, or on diagnosis being communicated to the Academy and will be reviewed/updated annually.

WORKING AT HEIGHTS

The Academy will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

Only those persons who have been trained in working at heights may do so. Typically, this will be Premises Teams and the IT Team.

Under no circumstances should high areas be accessed using chairs, tables or such other items of furniture not designed the purpose.

WORKING CONDITIONS/ENVIRONMENT

Employees must:

- make proper use of all equipment and facilities provided to control working conditions/ environment
- keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition
- dispose of all rubbish, scrap and waste materials using the facilities provided
- immediately clear up any spillage or liquids in the prescribed manner
- deposit all waste materials and substances at the correct disposal points and in the prescribed manner

WORKING PRACTICES

Employees must:

- not operate any item of plant or equipment unless they have been trained and authorised
- make full and proper use of all equipment guarding
- not clean any moving item of plant or equipment
- not make any repairs or carry out maintenance work of any description unless authorised to do so
- use all substances, chemicals, liquids etc, in accordance with all written instructions
- not smoke or vape on Academy land

HEALTH AND SAFETY HANDBOOK ACKNOWLEDGMENT SIGNATURE FORM

Please read the notes below and then sign this form.

We will do all in our power to ensure the health and safety and welfare of all our staff, volunteers and Students and we look to our employees and volunteers to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your Head Teacher or the Head and Safety Lead and sign this form.

I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.

Signature:Date:

Name:

Department:

Academy: