

HEALTH & SAFETY POLICY & PROCEDURES

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Health and Safety Policy and Procedures Amendment Sheet

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Academies Trust**

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Trust Board Statement of Intent

The Trust is committed to safeguarding the health, safety and wellbeing of bdat staff, users, carers, volunteers, partners, contracted providers and others affected by our work activities.

As a Trust we undertake, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

It is the policy of bdat to comply with the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice, together with educational standards and best practice relevant to bdat operations. In addition to providing and maintaining a healthy and safe working environment for staff and members of the public, we have a specific responsibility to younger, disabled, vulnerable and disadvantaged users and their careers. This includes supporting them and ensuring that services are delivered in a safe and effective way

The Trust accepts the duty to prevent injury and ill health to staff, visitors, contractors, and temporary workers, as well as any member of the public who might be affected by bdat operations. Where possible finances will be made available to implement this policy.

Part of our policy is to promote a positive culture of embedding health and safety into our business planning at Trust level. Focusing on significant risk and ensuring we are supporting schools to achieve environments where instances of occupational accidents and illness are minimised. Ultimately delivering an accident and illness free environment.

The trust recognises that health and safety isn't an isolated practice, it needs to be at the core of all that we do and at every level. It is the responsibility of each individual within bdat to take responsibility for health and safety. Training must be provided for individuals to carry out their duties safely. However, if an employee is unsure or feels it would be dangerous to perform a specific task then it is the duty of the employee to report this to their line manager.

The aim of this policy is to give schools an overarching framework to develop individual policies which are site specific. Each school is different therefore an overarching health and safety policy would not be detailed enough to cater for each schools individual circumstances. This policy will identify areas which require schools to address and should be viewed as a minimum requirement from the trust.

The nature of our service means that the risks and challenges faced by our staff are dynamic and challenging. The management processes and procedures in schools will need to reflect this.

All injuries however small, sustained by a person at work must be reported. Accident records are crucial to the effective monitoring and revision of policy and procedures and must therefore be accurate and comprehensive. All RIDDOR reports must be received centrally at the time of reporting for review by the Estates and Health and Safety Officer. The Trust has a duty to monitor and review these occurrences and implement necessary improvements.

The Trust delegates to the school head teacher and governing body the day to day management and delivery of safe working environments in accordance with all statutory legislation. Including:

- Development of a health and safety policy for their school in line with the Trust health and safety policy. This must be reviewed at regular intervals/as legislation dictates/annually.
- The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment
- To have a critical incident/emergency plan
- Complying with the Health and Safety at Work etc. Act 1974
- To have appropriate Risk Assessments (RA) in place for high risk activities
- Taking appropriate preventative/protective measures as identified by RA
- Providing training and safety equipment as required for staff
- The monitoring and recording of all key dates and actions in connection with compliance,
- The appointment of a competent person to guide and implement health and safety in school
- Understanding that individual employees have responsibility for taking care of their own and other people's welfare and must report any situation that pose a threat.

This policy must be communicated to all parties, who fall within the bdat family of schools including central team staff and other relevant parties.

The trust is committed to continual improvement in performance, related to the way that health and safety risks are managed. Our health and safety policy will be reviewed every two years, or when there are changes in the makeup of the trust or amendments to legislation.

Signed:

Dated:

Position:

General Policy

Introduction

This policy is produced as a guide to all academies in their management of Health and Safety in accordance with statutory legislation and best practice. As legislation and best practice develop current legal requirements must be considered by all academies and reflected within their policies and procedures. This is a dynamic document by the nature of the work we undertake and should be supported by specific policies and risk assessments from bdat and within the academy.

Health and Safety Audit and reviews

The schools will ensure that regular Health and Safety audits/inspection are conducted by staff with enough skills, knowledge, training and experience within the chosen area to competently assess the health and safety management system or part thereof. Regular reviews of risk assessments, maintenance schedules and the physical environment should be undertaken. This may include departmental audits and inspections or whole school audits and inspections.

Annual reviews should be undertaken on the following:

- Fire risk assessment
- Legionella risk assessment
- Health and safety policy
- Whole school physical environment
- High risk school departments e.g. Science, Design and Technology, Art and P.E
- Educational visits

The review should assess

- Management and employee attitudes to health & safety. Fire risk assessment
- The effectiveness of the training carried out and the need for more training.
- The effectiveness of the policies and procedures to reduce the incidence of accidents or near misses, dangerous events and illhealth in the workplace.
- Have significant findings being addressed and have control measures been effectively implemented.

BDAT led audits and reviews

Audits will be carried out on an annual basis in the spring term. An action plan will be required within two weeks following the audit. This will be followed up by a mid-year review to address progress of the academy action plan, changes within the academy or any issues raised in the interim. A Red Amber Green RAG rating will be applied to show the current position on Health and Safety management within our Academies.

Key Legal Duties

Legal responsibilities of Employers

The key responsibilities of employers under health and safety legislation are to:

- Produce and maintain a written Health & Safety Policy.
- Assess risks to employees, pupils and others who could be affected by work activities.
- Arrange for effective planning, organisation, control, monitoring and review of preventive and protective measures
- Ensure access to competent health and Safety advice.
- Consult employees about their risks at work and current preventive and protective measures.

Legal liability of Governors for health and safety failings

Further to the general responsibilities of employers, Governors have the following legal liabilities:

- If a Health and Safety offence is committed with the consent or connivance, or is attributable to the neglect of any governor, manager or other similar officer of the organisation, then that person (and the organisation) can be prosecuted under Section 37 of the Health and Safety at Work Act etc. 1974.
- Those found guilty are liable to fines, and in some cases imprisonment. In addition the court can disqualify an individual under the Directors Disqualification Act 1986.
- Individual governors are also liable for the common law offence of gross negligence manslaughter, where the grossly negligent behaviour of individuals causes death.

Corporate Manslaughter and Corporate Homicide Act 2007

The principle elements of the Corporate Manslaughter Act which came into force on 06 April 2008, are:

- It is an offence if the way in which an organisation manages or organises its activities cause a death amounts to a gross breach of a duty of care to the deceased.
- A substantial failure must have been at a senior level.
- Senior level means the people who make significant decisions about the organisation.
- An organisation found guilty will be subject to an unlimited fine.
- The courts may issue a publicity order (requires the organisation to publish details of conviction and fine) and a remedial order (requires the organisation to take steps to address the failures behind the death).

- The organisation and not individuals will be prosecuted.

Corporate manslaughter will normally be considered in the context of involuntary manslaughter by means of gross negligence. There are a wide variety of circumstances in which consideration may need to be given to indicting an Academy Governor or Senior Manager for manslaughter arising out of its operations.

The victims of fatal accidents may be employees or pupils of the Academy in question, or members of the public. Common examples are:

- Work-related fatal accidents arising out of unsafe systems of work.
- Fatal accidents resulting from the provision of unsafe goods or services.
- Fatal road traffic accidents in cases where Academy vehicles or working procedures are unsafe.

A governor or senior manager can be prosecuted both for what he/she knows might be a neglect of duty leading to BDAT committing an offence, and also for what he/she ought to have known would be neglect. Senior managers must understand their duties, and what they need to do to comply with Health and Safety law. They need to be able to show that they have taken all reasonable steps to manage risks and have effective health and safety management systems in place, including arrangements for involving their workforce.

Gross Breach

- The organisation's conduct must have fallen far below what could have been reasonably expected.
- Judges will have to take into account any health and safety breaches by the organisation – and how serious and dangerous those failings were.

Duty of Care

A duty of care exists for example in respect of the:

- Systems of work and equipment used by employees.
- The condition of worksites and other premises occupied by an organisation.
- Products or services supplied to customers.

The Act does not create new duties – they are already owed in the civil law of negligence and the new offence is based on these.

Corporate Manslaughter Act in Practice

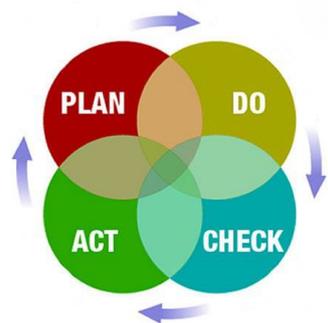
- Although the Corporate Manslaughter Act should not make any difference for organisations like BDAT, who are effectively managing risk, the recent rise in the number of cases filed for prosecution means that the implications of the Act need to be recognised as part of good health and safety management practices.

- The police will certainly be carrying out more investigations under the Act and if they feel there are gross management failings they will consider prosecution, involving the HSE as appropriate.
- A particular area that may be tested in the courts will be occupational road risk and this could impact on otherwise low-risk organisations that have people who drive for work.

Leading Health and Safety at Work

The Institute of Directors and Health and Safety Commission have produced a Joint guide. It is likely that this new guide will be cited in the courts as best practice in future investigations and prosecutions under the Corporate Manslaughter and Corporate Homicide Act 2007.

The fundamental principles of the guide are as follows:



PLAN

Core actions of the Board of Governors

- Establish a health and safety policy.
- Own and understand the key issues involved.
- Decide how best to communicate, promote and champion health and safety.
- Understand that “Responsible Person” is the body Corporate

Good practice

- Health and Safety should appear regularly on the agenda of governors meetings.
- Appointment of a ‘Health and Safety Officer’ demonstrates strategic importance of Health and Safety issues.
- Conduct training to demonstrate knowledge

DO

Core actions of the Board of Governors

- Health and Safety arrangements to be adequately resourced.
- Obtain competent Health and Safety advice.
- Ensure risk assessments are carried out.
- Ensure that employees, or representatives are involved in the decision making process.

Good practice

- Leading by example.
- Consider Health and Safety when deciding senior management appointments.
- Assess the Health and Safety arrangements of contractors & suppliers.
- Establish risk committee and/or Health and Safety committee.
- Health and Safety training for some or all of the board of governors.

CHECK

Core actions of the Board of Governors

- Recognise importance or preventive information (e.g. training and maintenance) and incident data (e.g. accident and sickness absence).
- Ensure audit of risk management carried out.
- Ensure impact of major Health and Safety issues reported to the Board of Governors.

Good practice

- Collection of Health and Safety data to benchmark against others in business sector.
- Senior manager appraisals to include Health and Safety performance.

ACT

Core actions of the Board of Governors

- Examine whether the Health and Safety policy reflects current business priorities, targets and plans.
- Examine whether risk management issues have been effectively reported to the Board of Governors.
- Decide actions to address any weaknesses.

Good practice

- Include Health and Safety in the BDAT annual report.
- Governors can make extra 'shop floor' visits to gather information for the formal review.
- Good Health and Safety performance is celebrated at senior and local level.

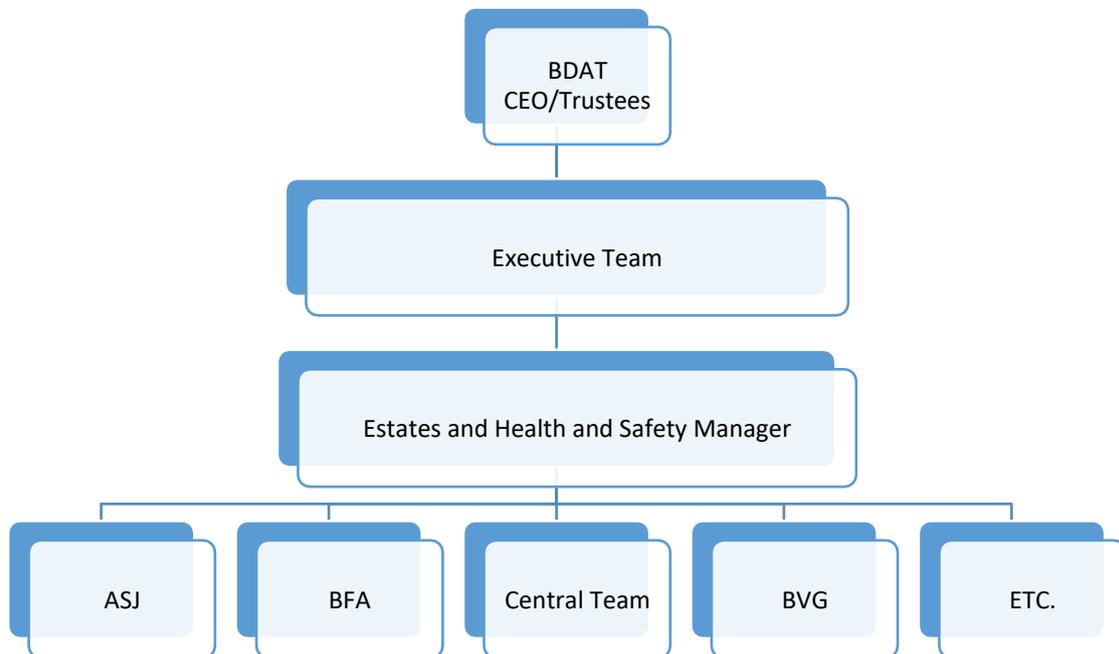
Refer:

- The Health and Safety at Work etc Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005
- The Corporate Manslaughter and Corporate Homicide Act 2007.
- Institute of Directors/HSE Guide INDG 147 – Leading health and Safety at Work.

Health and Safety Responsibilities

Trust Management Structure for Health & Safety

The following chart represents the management organisation and responsibilities for health & safety within bdat.



Governors

The Governors are responsible for setting health & safety policy. They make sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that she/he has the support of other Governors to carry out his/her duties.

The Governors may give Health and Safety duties to the Leadership Teams within the individual academy while keeping overall responsibility.

The Governing Body will

- Keep themselves apprised of changes in health & safety legislation.
- Ensure that systems are in place to review and up-date this Policy annually, when major staffing changes occur, or when new equipment is introduced
- Ensure sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Take all measures to ensure that the premises are safe for everyone using the Academy.
- Ensure they consider and address any potential health and safety implications of all their decisions before they are taken.
- Lead by example in all matters relating to health & safety.
- Ensure suitable people are appointed to implement this Policy on a day to day basis and that all employees with specific responsibilities for health & safety are competent to carry out the role and will be given sufficient time and resources.
- Receive and consider the Academy's annual report on health and safety performance against set objectives.
- Undertake an appropriate level of health and safety training relevant to their position.

The Chair of Governors Head Teacher/Principal and Leadership Team

The Leadership Team has accepted the duties from the Governors and will carry out these duties by making sure that:

- Health & Safety performance is reviewed regularly.
- The health & safety policy statement reflects current board priorities.
- The management systems allow health & safety performance to be reported effectively.
- They are kept informed about significant health & safety failures and the outcome of any investigations into their causes.
- The Team addresses the health & safety implications of all its decisions.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- A statement on health & safety performance is included in the academy annual report.
- There is time at all meetings, including Leadership Team meetings, to discuss health & safety.
- Setting a personal example at all times with respect to good health and safety practice.
- Having overall responsibility for the health and safety of employees working in the Academy and of other persons who may be affected by the Academy's activities.
- The development and continual improvement of the Academy's health and safety performance by ensuring that an effective health and safety management system is implemented and maintained.
- Approving and signing the Academy's health and safety policy.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures.
- Nominating a Deputy to undertake the role of health and safety champion within the Academy.
- Ensuring health and safety is recognised as a core function and fully integrated into the activities of the Academy with health and safety objectives being an integral component of Academy objectives.

- Producing an annual report detailing the Academy's health and safety performance against set objectives and to set objectives for forthcoming periods.
- Being kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Authorising new and revised health and safety policy, procedure and guidance.
- Undertaking an annual health and safety tour.
- Ensuring that each Governor and employee has the appropriate level of competency in health and safety to enable them to effectively undertake their role.

The Chair of Governors and Principal/Head of School are responsible for ensuring that health and safety standards are maintained. In particular they will ensure the following matters are attended to:

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All equipment is maintained in good working order, and any registered equipment carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all those concerned.
- All staff are conversant with the Academy and Health and Safety Executive accident reporting procedure (RIDDOR).
- Adequate first aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard.
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements.
- All staff are acquainted with the emergency evacuation procedures and emergency plan.
- All new employees undergo induction training by a competent person and receive a written copy of Academy and health and safety rules and guidance.

- Staff are competent to carry out their work safely, and have received adequate information, instruction and training which is recorded for each individual.
- A personal example is set by following Academy rules and procedures.
- Trained and competent supervision is provided for employees (particularly trainees).
- The activities of all contractors working on the Academy's premises are monitored and recorded on a regular basis.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Liaison is maintained directly with the Academy's Estates and Health and Safety Manager along with Academy health and safety advisers (Health & Safety consultants) in respect of providing support in all areas of health and safety arrangements.
- The following statutory notices are displayed:
 - A signed copy of the Health and Safety Policy Statement of Intent
 - Employers liability insurance certificate
 - Health and Safety Law poster
 - First aid (notifying the names and locations of the first-aiders)
 - Fire procedure (with the assembly point)
- Simple records and information are kept on the health and safety performance.
- Health and safety improvement suggestions received from staff are given due consideration.

Managers/Teachers

The manager's health & safety responsibilities are to make sure that:

- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Employees in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Training, supervision, instruction and information is provided to employees for health & safety procedures and policies, as necessary.
- The measurement, monitoring, review, development and continual improvement of health and safety performance.
- Undertaking appropriate health and safety inspections.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health & safety arising from work activities in their area of responsibility.
- Any health & safety issues are brought to the immediate attention of senior management, as necessary.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes.
- The provision of timely feedback to their Line Manager regarding any deficiencies in health and safety policies, procedures, plans, systems etc.
- Safe access to and from the workplace is maintained at all times.
- Setting a personal example at all times with respect to good health and safety practice.
- Ensuring that health and safety objectives are an integral part of their team delivery plans.
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- Providing adequate levels of supervision as identified for pupils and others as appropriate.
- The identification and subsequent provision of employees' health and safety training requirements.

- All employees receive adequate and appropriate health & safety training in their tasks.
- Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.

Throughout this policy, 'management' means the person in charge of the work area, no matter what their actual title. Also, the responsibilities outlined above should apply no matter whether the area of control is a department, division, team and so on.

Employees

The employees' health & safety responsibilities are to make sure that they:

- Understand the health & safety policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their acts or omissions.
- Warn new employees about known dangers.
- Act responsibly at all times.
- Do not abuse the welfare facilities.
- Co-operate with others on all aspects of health, safety and welfare.
- Follow the requirements of the health & safety policy.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Work in line with the information and training provided by the line manager.
- Do not misuse or interfere with anything that has been provided for health & safety reasons.
- Report any accident or near miss, however small, to their manager and fill in the accident book.
- Report any defects in plant or equipment to their line management.
- Fully familiarise themselves with the Academy health and safety policies and associated procedures, seeking clarification from line managers where necessary.
- Notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
- Wear protective clothing and safety equipment as required reporting any defect to their line management.
- Suggest possible amendments to existing practices or procedures which could improve health and safety.

Contractors and Subcontractors

- Subcontractors must follow all the requirements of this policy. They must also provide copies of their health and safety policies and any other documents relating to health & safety that BDAT may require. If they fail to do so, they may be asked to leave the site.
- All work must be carried out in line with the Construction (Design and Management) regulations 2015 and any other regulations relating to their work activity and take account of the safety of others on the site and the general public.
- Their employer must inspect scaffolding used by contractors or subcontractors employees (even when scaffold has been put up for other contractors) or a competent person appointed by their employer, to make sure that it is erected and maintained in line with relevant regulations and codes of practice.
- All plant or equipment brought on to site by contractors or subcontractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices, and have any necessary certificates available for inspection. The contractor or subcontractor must give the academy or school representative information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use, and be in good condition.
- Contractors or subcontractors must report any injury or damage caused by their employees to the academy representative.
- Contractor or subcontractor's employees must follow any safety instructions that the Academy representative gives them.
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations. Contractors or subcontractors must carry a risk assessment on any substance or process that could harm health and give the risk-assessment report to the academy representative before works start.
- Contractors or subcontractors must keep workplaces tidy and clear away all rubbish, waste materials and so on as work proceeds.
- Contractors or subcontractors carrying out high-risk activities must give a detailed risk assessment and safe system of work. The safe system of work must be agreed with the academy or school representative before work starts and copies must be available on site so that everyone can work to the agreed risk assessment and safe system of work. In addition, for activities such as roof work, live electrical work, and hot work, a permit to work system must be used and the academy representative will manage this.
- Contractors or subcontractors whose work includes a design function will give those designs to the Principal Contractor who will forward them to the Principal Designer for the academy.

The design team must have enough time to consider the designs before work commences. The details of the design work must be included as part of the health & safety file.

- The Contractors or subcontractors, senior representatives must go to any safety meeting that the Principal Contractor or Principal designer ask them to attend. These meetings will be the main way of communicating and passing information.

Drivers of vehicles supplied by BDAT

Any Academies providing minibuses for use should ensure the following points are covered in their policy and procedures:

- Every minibus must only be driven by drivers who are legally entitled, and properly insured, to drive the minibus.
- Every minibus should be well maintained and road legal.
- Every minibus should have a valid MOT certificate conducted annually from the vehicle's first birthday and adequate insurance covering any period which the vehicle may be on the road.
- Every minibus should display a valid permit disc, if operating under section 19 permit scheme.

In addition to the above the academy must ensure that a management system and procedures are put in place to ensure that insurances, MOT's, safety checks, permits and driver training are all undertaken at the correct frequency.

System should be put in place to ensure that pre-use safety inspections are undertaken on the minibus and recorded. Records should also be kept for the following:

- All documents relating to the vehicle
- Operating log, including booking the vehicle in and out
- Accident/incident book, including faults reported and rectified
- List of authorised drivers and their qualifications
- Training certificates.
- Emergency equipment list.
- Contact details for insurance company and breakdown assistance.
- Any vehicle maintenance and safety checks.

It is important that when an academy is selecting drivers they check the following:

- Drivers have the appropriate driving licence entitlement to drive the minibus.
- Drivers undergo initial and periodic assessment of ability to drive a minibus, especially if they do not drive a minibus regularly or are driving one after a long period of not doing so.
- Drivers undergo a reassessment if involved in a blameworthy collision, received a fixed penalty notice or is prosecuted for a motoring offence or concern about their driving is

raised.

- Drivers receive practical training in a minibus, as necessary, under the conditions in which they are likely to drive the minibus.
- The driver understands his or her responsibilities.
- The driver has a clean driving licence (at the discretion of BDAT).
- The drivers medically fit to drive stop
- Ensure that control measures are put in place to give drivers rests and take breaks approximately every two hours on long journeys.
- Driver should be accompanied by a passenger assistant to safeguard the pupils and prevent distractions to the driver.
- Drivers should always carry a suitable form of identification ideally the driving licence.

All minibus drivers must undertake MIDAS minibus driver assessment and training in addition to any licences they may already hold.

A full assessment on the suitability of the minibus versus licences required to staff or volunteers to drive them should be undertaken. Minibuses of different weights require different driving licence categories. Any further information required seek assistance from your competent person.

Competent Persons

It is a requirement under the management of Health and Safety at Work Regulations 1999, Regulation 7, to appoint a competent person to assist the organisation with health and safety advice. As this is a legal requirement under the regulations it is incumbent upon the Academy to appoint a competent person who has the required skills, knowledge, training and experience to undertake such a role. This role can be conducted from someone within the school or academy providing that the correct level of knowledge and qualifications can be demonstrated. For clarity it is BDAT's position that unless specialist health and safety knowledge and qualifications can be demonstrated by the academy that external specialist competent person advice is sought.

The competent person appointed should be able to assist with the following:

- Co-coordinating the academy risk assessment programme.
- Administering the accident investigation and reporting procedure.
- Liaising with Enforcement Authorities, or academy insurers and other external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-coordinating the health and safety inspection programme.
- Identifying health and safety training needs.
- Providing or sourcing health and safety training.
- Providing health and safety induction training to new employees.
- Identifying the implications of changes in legislation or HSE guidance.
- Preparing and submitting progress reports on an annual health and safety action programme.
- Sourcing additional specialist health and safety assistance when necessary.
- Displaying the Health and Safety Law poster, a copy of the academy Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Ensuring the site(s) has adequate fire marshals and first aiders at all times.
- Completing the Induction Checklist for new starters and long-term temporary employees.
- Coordinating display screen assessments for new employees or whenever there has been a significant change in the workstation.
- Keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given.
- Ensuring that any actions arising from the health and safety audits are addressed.

- Recording any hazardous substances and materials and carry out workplace assessments where appropriate.

Fire Marshals

Each academy is responsible for fire safety management within their environment. Fire marshals are a vital part of the fire safety management organisation and conduct important roles during a fire and at other times when the building is not under fire conditions. It is important that fire marshals are planned into any activity which may occur outside of normal operational hours.

Fire Marshals should:

- Know the area they are responsible for including exits, fire doors, and all other emergency equipment in that area.
- Check these areas frequently reporting any defects or damage.
- Know the exit routes and be able to encourage persons to the nearest exit should a fire occur.
- Be able to use any assistance devices that may be required to help evacuate disabled persons.
- Sweep the area designated to them and report to the person in charge of the incident.
- Assist in all drills and help with the liaison of the emergency services.

First Aiders

A written assessment to decide on the academy first aid requirement should be undertaken. Once established volunteers should be sought and training established. All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate. First aid certification is valid for 3 years however, it is recommended that a refresher module of training is undertaken for each first aider annually.

It is the responsibility of the person designated as a training co-ordinator or HR department to ensure all first aiders maintain a valid certificate of competence and to advise when it is due to expire. They will also keep a record of training and qualifications. A list of first aiders, their locations and the best way of reaching them should be displayed in prominent areas.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential and is subject to the Data Protection Act 2018 and the General Data Protection Regulations. First aiders will:

- Act in accordance with their training at all times.
- Summon further medical help where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.

- Ensure own safety at all times.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first aid box used, for which they are responsible, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- Ensure that the first-aid room (if applicable) is kept tidy and well-stocked.
- Keep their manager informed of annual leave dates, wherever possible to ensure first aid cover is appropriate.
- Confirm monthly injury accident figures to the Business Manager or equivalent.

Health and Safety Committee

The Health and Safety Committee will provide an opportunity for representatives to confer with senior management on health and safety issues. Typically, the topics covered by the Committee are to:

- Identify and prioritise safety issues.
- Identify training requirements for employees.
- Review safety records including accidents and incidents.
- Agree changes in working practices, if required.
- Review the implications of any changes in Health and Safety Legislation.

Committee representatives are selected from a cross-section of the academy operations and therefore have a wide practical knowledge of the processes and activities undertaken within BDAT and the individual Academy.

Health and Safety Contacts

Health and safety contacts are the persons you need to contact in the event of a H&S incident or where advice is required. Your H&S contacts with BDAT are:

- Estates and Health and Safety Manager - Helen Williams
- Director of Operations - Peter Thompson

Each academy is required to include the contact details of their competent persons for the following:

- Person responsible for H&S within the academy or school
- Competent person for H&S
- Competent person for fire safety
- Competent person for fire alarm & emergency lighting
- Competent person for Gas, heating and ventilation
- Competent person for Electrical

POLICIES AND PROCEDURES

RISK ASSESSMENT POLICY

Each academy requires a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments should be led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at academy and risks associated with offsite and itinerant activities such as work at the premises of others, travel and driving (sports events off site etc.).

The responsibility for conducting risk assessments within each department is delegated from the board of governors and the Head to the Heads of Departments or equivalent. The Heads of department can then in turn ask individuals within the department to assist e.g. look after all personal protective equipment. Note: Teachers with no managerial responsibilities cannot be forced to take on these responsibilities. They can volunteer and training should be provided.

The extent to which we any academy undertakes the assessments internally depends on the competency required. Any individual undertaking risk assessments should undertake risk assessment training. Risk assessments required by each individual academy will differ depending on the size and activities undertaken at that premises. The list below, whilst not exhaustive, is a guide to the risk assessments which would be expected at each academy and required by law.

Type of Risk Assessment	Competent Assessor who undertakes
Fire risk assessment	Competent 3 rd party assessor from a nationally recognised fire risk assessor scheme or register.
COSHH (Hazardous substances)	Competent assessor who has experience and training in assessing hazardous substances.
Legionella	Competent 3 rd party assessor (Legionella monitoring company)
Accessibility assessment	Competent 3 rd Party assessor qualified to conduct accessibility audits and assessments.
Regulation 12 low level glazing assessment	Competent 3 rd party assessor
Educational visits	Competent and trained assessor either in house or external with 3 rd party verification.

Risk assessments are to generate significant findings which must be recorded and control measures which must be implemented. This may generate tasks for specified individuals which must be completed by their allotted timeframe. It is the manager with responsibility for the risk assessments job to ensure these control measures are implemented and that the risk assessment is reviewed whenever there has been a change to the process, procedure, personnel involved or after a specified time period which is decided upon during the risk assessment process.

Progress on the programme of risk assessments, and the outcome of assessments are subject to consultation with employees via the Health and Safety Committee Meetings, Staff Meetings, email and other consultation systems.

The significant findings of risk assessments should be communicated to any staff involved in that process or procedure ensuring all staff are fully aware of the risks and how to control them.

Records of risk assessments should be retained for at least 5 years and master copies should be retained within departments, school office or the site manager's office whichever is most applicable. Note: Whilst there is no requirement to retain copies of risk assessments which have been superseded, it is useful to retain them for future reference for example, in case they are needed to defend a legal action.

ACCIDENT REPORTING POLICY

It is BDAT policy that all injury accidents, however minor, are recorded within the accident book or other suitable means

All accidents and incidents involving time off work are to be investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation should be conducted by a senior manager independent of the department involved with the assistance of the competent person. For some academies this may mean a BDAT member of staff conducting the investigation.

If an employee informs a manager of ill health which the employee believes to be work related, it should be investigated in a similar way as other incidents, with occupational health advice being obtained as necessary.

The business manager is responsible for recording and reporting incidents which fall within the recording and/ or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). All such incidents and any other incidents of a similarly serious nature should also be reported to BDAT for consideration as they may require reporting to the insurers.

All accident records and associated information should be filed confidentially and retained for 5 years. Any incident involving the potential exposure to asbestos containing materials should be retained for 40 years. Any incident of this nature must be reported to BDAT so that arrangements for the storage of this information can be made.

Accident trends, learning points and the outcome of investigations of serious incidents should be discussed at Governors meetings / Senior leadership team meetings. These discussions will only include such information which would enable the discussion of the incident and the actions required to prevent re-occurrence. Information which could identify individuals involved should not be used within these forums. This information could also be made available to Trades Union Safety Representatives on request and discussed at health and safety committee meetings. Safety Representatives may also review RIDDOR reports subject to permission being given by the accident victim.

Should accident rates or trends increase this policy will come under review for its suitability and changes could be implemented.

ASBESTOS POLICY

If the individual academy has been constructed after the year 2000 an asbestos policy is not required.

Any academy built prior to the year 2000 should undertake an asbestos management survey to help identify any areas suspected of containing asbestos materials. The asbestos survey will produce an asbestos register, this register should be made available to all who wish to view it especially contractors undertaking works which will not affect the building fabric.

Any school or academy where asbestos is suspected must undertake a refurbishment and demolition survey prior to any work which involves the disturbance of the building fabric. This includes all building works. A refurbishment and demolition survey should be conducted by a competent asbestos surveyor and only need to cover the area of works being undertaken.

Any academy where asbestos containing materials have been identified must establish an Asbestos Management Plan. This plan should include:

- Asbestos register
- Emergency Procedures
- Management surveys
- Training
- Competent Persons (Surveyors)

The management plan should include short term and long-term plans for the management of asbestos. The development of the management plan may require assistance from a competent person.

CONTROL OF CONTRACTORS POLICY

BDAT recognise that when school's or academies engage contractors to work on premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities

and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

The majority of contract work falls within the definition of 'construction' and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) for:

- checking the competence of all appointees including contractors
- ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.
- Appointing the Principal Designer and Principal Contractor in writing.

There is also an obligations to control contract works under other legislation including the Management of Health and Safety at Work Regulations 1999.

We recognise that larger projects falling within the requirements of Part 3 of the CDM regulations are notifiable to the Health and Safety Executive and involve additional responsibilities. This policy is not intended to cover the detailed health and safety arrangements for such projects which would be determined on a case by case basis and for which responsibility would be shared with the Principal Contractor, Client and Principal Designer.

This policy sets out the approach which should be taken by an academy to managing contractors involved in projects which are not notifiable under the CDM regulations but also includes how we identify those larger scale projects which are notifiable.

Overview of Procedures for Control

All work undertaken which falls under construction work (which is most of it) requires a Construction Phase Plan to be provided by the contractor. Where any job includes more than 1 contractor a Principal Designer must be appointed in writing. If this appointment is not made the Principal Designer role remains with the client (body corporate of BDAT). When planning work to be undertaken by contractors we ensure that a single person has overall responsibility for planning and coordinating the work. This person should have the required Qualifications, Skills, Knowledge, Training and Experience required to undertake this duty.

This individual undertakes a thorough evaluation of the work required to evaluate the scale of the project.

If it is likely that the project will exceed 30 working days with more than 20 workers on site at a time and more than 500 person days of construction work, and therefore requires notification to the HSE via the F10 notification procedure.

- ensures that BDAT is promptly made aware
- coordinates arrangements for the appointment of a competent Principle Designer (PD) and Principal Contractor, taking into account guidance on competency set out within the HSE's guidance document L153.

- personally takes responsibility for ensuring that the work does not begin until there is an adequate construction phase plan in place and suitable welfare facilities for workers.

In the case of all construction* projects the following should be established by the person in control of the project:

- define the work to be undertaken including the task, the place of work and associated issues
- consider the hazards that are likely to be introduced by the work and any risks arising from the academy business affecting the contractors or third parties.
- determine whether it is reasonably practicable to segregate the contractors' work from the other activities taking place on site either by scheduling the work out of hours, during holidays or by physical separation
- identify potential contractors and evaluate their competence to carry out the work safely. Keep records of due diligence.
- ensure that any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the CDM Regulations
- obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers) and safety rules, to enable the contractors to take these matters into account in their tender and during the construction phase
- discuss detailed work plans with the successful contractor and review their construction phase plan
- Ensure the appointment of the Principal Contractor and Principal Designer is made in writing
- ensure that health and safety requirements are included in the contract
- undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed
- ensure that a responsible person is appointed to meet the contractors representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information
- if the work is particularly hazardous ensure that there are arrangements for issuing permits to work; Note that whilst not legally require in most cases, permits to work are good practice and enable the client to provide a higher degree of control where there is a risk of death or serious injury. Should the individual academy require assistance with the permit to work procedure they should contact their competent person.
- monitor the execution of the work to ensure that it is being carried out safely
- lead a contract review to ensure that any problems are identified and recurrence is prevented by changes to procedures etc.
- Communicate regularly with the Principal Contractor or Contractors during the project.

Further details about these arrangements are given in the remainder of this document.

Competence Assessment

Academies should select contractors based on technical competence, experience and suitability for the work to be done. In particular the assessment process should involve a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.

Academies should ensure contractors competencies, insurances, risk assessments and safe systems of work are checked prior to the commencement of work.

Checks should also include a review of the HSE's notices and prosecution database (www.hse.gov.uk/enforce/index.htm) to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme should be verified directly with the body to ensure the membership is current and covers the work being offered. This check should be recorded.

Essential Information Provided to Contractors

To enable contractors to take account of all issues affecting health and safety within the project, Academies should provide essential health and safety information in the form of Pre-Construction Information including:

- for any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage
- any restrictions on the time or location in which the work is done
- access, parking and road traffic rules
- information about other people who could be present in the premises, or could be at risk in the vicinity including more vulnerable persons such as children, the elderly, the disabled and those with special educational needs
- restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers

- rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site
- smoking restrictions
- rules about work on the electrical installation and the use of electrical equipment
- requirements for work on the gas system
- general rules about the need to maintain escape routes and access to fire equipment plus any specific rules in relation to the project
- rules requiring the use of personal protective equipment when required as a result of the hazards of the work and as required with designated hearing protection/head protection/safety footwear/hi viz areas
- any particular hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, reversing vehicles at loading bays etc., anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances
- restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment
- restrictions and rules about the use of hazardous substances or generation of noise
- rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable
- restrictions on the use of our facilities e.g. toilets, washing facilities, restaurants and equipment e.g. forklift trucks
- requirements for Supervision and quality assurance
- restrictions or rules on the use of sub-contractors
- the need for contractors to provide their own first aid arrangements/ the availability of our first aid facilities and personnel
- any specific qualifications required for particular parts of the job
- security clearance arrangements
- requirements to report all accidents and incidents to the Client representative
- the contact details of our representative responsible for coordinating the work who can be contacted for further information.

Receiving Information from Contractors

Once the contractor is selected, detailed work plans should be discussed and the contractor's risk assessment and method statement is reviewed.

Any risks created by the contractor affecting other persons on the premises need to be taken account of in the academies own risk management arrangements for the duration of the project.

Authorisation/Permits

Contractors representatives should be required to sign in on arrival and out on leaving. The exception to this would be where the contractor has taken ownership of an area of the premises where they can access and control their own contractors. I.D badges where provided must be worn at all times during term time. During holiday periods where there could be large numbers of contractors on site the site foreman for each group will be inducted and he will be responsible for keeping registers of who is on site at any time. They will also be responsible for the registering of personnel in the event of an emergency.

For particularly hazardous work, a Permit to Work is required. This includes:

- hot work
- confined space work
- work with asbestos containing materials
- work on roofs
- work on live electrical equipment.

The contractor, principal contractor and principal designer will identify work which will require a permit, the contractor or principal contractor completes the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed and are in place prior to sign off.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by any member of BDAT or the school staff. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

Contracts

In the conditions of contract it should stipulate that the contractor and all of their employees must:

- adhere to the contractor's safety rules which we have issued
- comply with their own method statements or where this is not practicable for any reason, to agree changes with our client representative in advance
- comply with all health and safety laws applicable to the work undertaken.

Briefing

As described within the Authorisation/Permits section above, on arrival at site, contractor's representatives are questioned and briefed by a member of the academy staff in relation to the following matters:

- parking arrangements

- any hazards that the contractor may create for other building users eg use of chemicals or flammable liquids, obstructing access, power tools
- any hazards arising from our own activities on that day which may affect him/her
- a reminder of the locations of any known asbestos containing materials/that there is no known asbestos containing materials in the building but if he/she suspects anything to stop work and ask
- agreed safe working method to protect the contractor and others
- the importance of the contractor not doing any work which has not been previously agreed
- the fire procedure including: raising the alarm, sound of the alarm, assembly point, exit routes, identity of fire marshals, location of extinguishers – for use if trained
- smoking rules
- the need for the contractor to report any accidents or hazards
- arrangements for waste removal if necessary
- toilet location and any other welfare facilities for their use
- the need to sign in on arrival and sign out before leaving
- specific activities requiring a permit to work and how this will be issued and by whom, before the contractor commences work.

Monitoring

All work by contractors should be monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner

The degree of monitoring depends on the type of work involved for example, regular contract work activities such as window cleaning are checked a few times per year, whereas building alterations might be checked several times in a day.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work should be stopped whilst a solution is found.

Contract Review

On completion of works Principal designer provides a health and safety file. Should a Principal designer not He also ensures that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

He also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- quality of the work
- compliance with health and safety rules and with the method statement
- effectiveness of communications
- decision whether to add or delete the organisation from the preferred contractor list
- any improvements required to the policy and procedures for control of contractors

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least annually.

Where the review indicates that the contractors standards are below those required, we would normally remove them from our approved list of contractors

COMMUNICATION AND CONSULTATION POLICY

BDAT is committed to a partnership approach to risk management involving all managers and employees. Academies should consider consulting on the following:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training
- the health and safety consequences of introducing new technology.

Academies should consult staff via elected representatives of employee safety/trade union appointed safety representatives, a good way of doing this is during a health and safety committee meeting. The committee should be chaired by the competent person or a senior member of management to show commitment. Minutes of meetings are circulated to all attendees and displayed on the health and safety notice-board. This is good practice and these records may be needed to defend civil proceeding or against enforcement action at a later date.

CRITICAL INCIDENT PLAN

All BDAT Academies must develop their own bespoke plan to identify the action to be taken in the event of any critical incident. The plan should reflect on the procedures for dealing with the incident and the issues which may arise following the critical incident.

In developing the plan the safeguarding and welfare of the pupils and staff are given priority but consideration must also be given to the safety and integrity of the building and must include a plan for continuity of the school operations.

DISABLED OR TEMPORARY DISABLED EMPLOYEES POLICY

Where an academy employ persons with disabilities, or where existing employees become disabled, the academy should ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from the workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

Academies should ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as responding to staff fire alarm.

Academies should also develop a personal emergency evacuation plan (PEEP) to cover any emergency that may occur which may result in evacuation and that may affect the individual concerned. If members of the public or parents attend site they will be escorted by an individual responsible for their evacuation.

Relevant risk assessments and the PEEP should be reviewed at frequencies which take account of any change in the person's health condition.

DRIVING FOR WORK POLICY

Certain staff have been identified who are involved in occasional driving e.g. PE staff, and these staff drive occasionally for work purposes.

A risk assessment should be conducted to assess and adequately control the risk from driving at work.

Academies should check the driving licence of any employee who drives company vehicles, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven. If there is any doubt about the validity of a licence and its content contact should be made with the DVLA with the permission of the driver, to confirm details. We recognise that there are limits on the validity of foreign licences and ensure that this is also checked with DVLA when applicable.

If individuals choose to drive their own vehicle on academy business this should be covered by insurance extensions. It is the responsibility of the individual driver to ensure the vehicle is roadworthy and has an in date MOT.

If vehicles are to be taken to Europe, the academy should ensure that suitable insurance and breakdown cover is in place; that headlights are adapted as required; and other country specific requirements are adhered to.

Drivers are expected to carry out pre-use inspections of vehicles and ensure they are safely loaded. Academies are to develop systems for this in consultation with their competent person. In the case of company vehicles, employees are required to record vehicle checks prior to each journey in the log provided with each vehicle.

Company vehicles should be maintained at the manufacturer's approved service centre or garage at the manufacturer's required intervals. Maintenance, Insurance and when required, MOTs should be factored in to the planned maintenance schedule of the academy.

Driving and working hours should be monitored to ensure compliance with Working Time Regulations. In the academies work planning process, managers should avoid the need for staff to drive at the end of excessively long working days by as appropriate, providing overnight accommodation, arranging for driver sharing or using public transport. Managers should also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case academies should expect employees to avoid driving when tired or unwell and will should reimburse them for additional rest breaks and unplanned overnight stays where required.

Employees are required to inform their line manager if they are suffering from any health condition or taking any medication which could affect their ability to drive safely.

Within our driver handbook we set out our expectations for driver behaviour which includes:

- an expectation that they will adhere to road traffic laws
- normal limits for working hours when the day involves driving
- the need to take a rest break of 15 minutes after every 2 hours of driving and when tired
- not driving under the influence of alcohol or drugs (including prescription drugs)
- not using a hand held phone when driving
- only using hands free phones for brief essential conversations in slow moving traffic or when stopped at the side of the road.

Company vehicles are equipped with a safety kit comprising of first aid kit, fire extinguisher, hi visibility vest, torch, spare bulbs, foot pump, warning triangle, equipment for changing a

wheel, spare wheel. There is no legal requirement for these kits in the UK but there is in some European countries.

Vehicle accidents are recorded and investigated in the same way as other work related incidents, and improvements made to our policy as necessary to avoid a recurrence.

Regular Minibus Driver Assessment (MIDAS) test are conducted on all minibus drivers

See the BDAT individual policy on Driving.

DSE COMPUTER WORKSTATION POLICY

All BDAT Academies must develop and maintain a suitable policy and arrangements for managing the hazards associated with the use of Display Screen Equipment (DSE) As a minimum all BDAT Academies must provide suitable furniture for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks should be sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds [and/or curtains] should also provide to assist in the control of these hazards.

Software should be selected for its suitability for the task and ease of use. Users should have access to IT support via in house technicians.

Workstation assessments should be conducted for all users by a competent person. This could take the form of a self-assessment provided the user has received recognized training and can demonstrate a reasonable level of competence.

Workstation assessments should be reviewed at least every 2 years and also whenever there has been a change to the workstation or the tasks undertaken.

Records of workstation assessments should be retained for at least 5 year.

ELECTRICAL SAFETY POLICY

All BDAT Academies must ensure that all work on electrical equipment and installations is carried out by qualified electricians or qualified contractors. Risk assessments must be undertaken of their work activities and adopted safe systems of work based on best practice. BDAT staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is BDAT policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment. In the unusual circumstance that live working cannot be avoided the use of a permit to work system will be employed.

The Academy electrical installation will be tested and inspected at least every 5 years by a competent electrician and improvements implemented as necessary for safety. This may also be conducted on a rolling programme of 20% of all distribution boards each year. This ensures all 100% of DB's are tested within the 5 year period.

ENVIRONMENTAL POLICY

At BDAT we understand that our work has to be undertaken with the minimum amount of environmental impact as possible. We require that all Academies ensure this by constantly assessing our environmental impact whether by written assessment or dynamic risk assessment.

We should constantly assess if better technologies or products are available should we need to replace or repair items.

By constantly assessing these and choosing the best product for the role we will decrease our environmental impact.

FIRE SAFETY POLICY

A bespoke fire safety policy should be developed for each academy. This should take into account the premises, fire safety engineering in place at the school, staffing levels, training requirements, fire risk assessments, maintenance and inspections.

All fire risk assessments should be undertaken by a competent person who has received training in conducting fire risk assessments and preferably a consultant from a third party accredited fire risk assessment scheme.

All persons working on the fire safety equipment or systems are required to be competent to do so.

FIRST AID POLICY

All BDAT Academies must undertake an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

The assessment should also identify:

1. The location of the first aid boxes and equipment.
2. A procedure for checking and maintenance of first aid requisites
3. Arrangements for monitoring status of training e.g. use of training matrix to ensure refresher training is completed on a timely basis.
4. Requirements for any specialist first aid training including paediatric first aid, use of defibrillators, treatment of anaphylaxis, mental health first aid.

5. Arrangements for internal or external events, sporting activities, school and public performances, school trips, residential visits.

When conducting the First Aid needs assessment all BDAT Academies should refer to the HSE L74 Guidance Document referencing the Health and Safety (First Aid) Regulations 1981.

HAZARDOUS SUBSTANCES POLICY

The management of BDAT recognize that limited quantities of hazardous and dangerous substances may be present in Academies including cleaning substances, paints, lubricants, glues, sealants.

All products in use which contain hazardous or dangerous substances must be listed on an inventory and a current safety data sheet obtained from the supplier. Trained COSHH assessors must undertake risk assessments of the use of each substance and exposure to any hazardous by-products and the recommended risk control measures must be applied. The Academy competent person should be contacted for advice on all matters relating to hazardous substances.

Academies must ensure that risk assessments are undertaken prior to activities which involve the generation of, or exposure to, hazardous substances.

When storing hazardous and dangerous substances a check should be made that the storage area is suitable and that only compatible substances are stored together. Substances must be stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols should be stored in a cool dry place, away from the sun and any flammable liquids will be stored separately in a specially designed fire resistant flammables store.

Substances should be locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees must be reminded of the need for keeping chemicals well away from children and good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

The correct storage of substances and their correct use will be monitored through regular audits.

Where substances are surplus to requirements, these will be disposed of via licenced waste contractors and a waste disposal note retained.

Spillage and emergency procedures should be determined as part of the risk assessment process.

LEGIONELLA POLICY

All BDAT Academies must implement arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'.

These arrangements include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Head Teacher as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- the maintenance of records of all applicable maintenance and testing which are held in the school office together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by a specialist competent contractor to check the records and confirm that the precautions have been implemented.

All plumbing alterations must be carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

MANUAL HANDLING POLICY

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to delivery activities which involve heavy lifting or pushing/pulling.

In all BDAT Academies, specific manual handling risk assessments should be undertaken by trained in-house manual handling assessors, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments must be implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment should be provided where possible to minimise or simplify handling of heavier objects e.g. trolleys and sack trucks and we ensure that two persons are available where the risk assessment identifies the need.

Employees involved in significant lifting should be trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them.

Records of manual handling assessments should be retained for at least 5 years.

NEW AND EXPECTANT MOTHERS POLICY

BDAT policy is to ensure that as far as reasonably practicable, the welfare of expectant mothers is given serious consideration. Academy specific risk assessments will identify that some school activities may involve risks to new or expectant mothers at work i.e. use of chemicals, risk of specific infections, heavy lifting. As a result on notification of pregnancy employees are instructed that they may not lift any heavy loads and must ask a colleague to assist.

In the event that an employee notifies us that she is pregnant, and on return to work following birth, the Academy will undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk work, if the assessor determines it to be necessary, this risk assessment is undertaken with input from our Occupational Health Advisor.

Recommendations arising from the assessment will be implemented promptly and the assessment should be reviewed every 3 months.

See BDAT individual policy on Maternity,

OCCUPATIONAL HEALTH POLICY

Through risk assessments we have considered the need to provide ongoing health surveillance to employees and as a result we have determined that no health surveillance is required.

Academies are required to engage the services of our preferred HR and Occupational Health advisors Fusion HR

Occupational Health records are retained confidentially with our independent Occupational Health provider for 40 years.

OFF-SITE WORKING POLICY

We fully recognize that working off site is sometimes required for teachers and associate staff. This could be for CPD, Seminars, Covering for teachers at a partner school or providing services

Any work undertaken off site is subject to the completion of a task specific risk assessment and safe system of work. This should be undertaken by the employee undertaking the task in conjunction with their line manager.

Consideration should be given as to the means of transportation as well as the environmental conditions at the place of work and nature of the work to be carried out.

Any additional advice that may be required should be addressed with the competent person.

All documentation should be maintained for a period of 5 years.

OUT OF HOURS AND LONE WORKING POLICY

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ BDAT Academies are likely to identify any of the following lone working situations:

- those working alone in remote parts of a large site
- persons working in the premises before or after normal hours
- peripatetic workers.

Academies are required to identify any lone working tasks and complete a risk assessment for the task or individual. Appropriate control measures must be considered including:

- communication via telephone for all site staff working on site
- regular communication is mandatory whilst working out of hours
- office staff working out of hours are to inform the site staff of their whereabouts and the time they intend to finish
- the building has a security sweep prior to lock down
- technological aids such as phone apps for lone working or personal alarms

Lone workers should not be allowed to perform tasks which involve the following:

- work at height including steps and ladders
- use of machinery
- Heavy manual lifting tasks
- electrical work

Employees should be instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

PERSONAL SAFETY AND VIOLENCE POLICY

Violence at work is defined by the Health and Safety Executive as ‘Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment’.

Whilst we do all that we can to avoid it we recognise that staff involved in teaching or public facing roles are at risk of violence perpetrated by parents of pupils, members of the public, pupils.

To manage these risks BDAT Academies must undertake risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and the necessary controls.

We believe that reducing the risk depends on the design of workplaces together with appropriate working procedures and staff training. For that reason, where we have the opportunity to redesign workplaces such as reception spaces, interview rooms we ensure that we include improvements to reduce the risk of violence.

A certain amount of access control should be applied to the Academy to restrict unauthorized access. Staff are to ensure they stop and challenge any individual they don't recognize or that doesn't have an I.D badge.

Academies must have a robust investigate procedure for any reported incidents of violence to staff and learning points are incorporated into working procedures and future premises designs as applicable.

Management and occupational health support is offered to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults our staff

SLIPS, TRIPS AND FALLS POLICY

BDAT Academies must carry out a review of the premises for slip, trip and fall hazards and must take action to resolve the issues identified and record these in the risk assessments. Housekeeping standards and the condition of floors should be reviewed formally on a termly basis as part of a workplace monitoring regime. The results of this monitoring will be recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone should be encouraged to deal with hazards when noticed. Staff must be instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They must also be encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Steps and stairs should be equipped with handrails. Step edges should be maintained in good condition External step edges should be highlighted with yellow paint where necessary for visibility.

When specifying hard flooring, Academies must ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of the risk assessment process must undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes must be designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, cleaning staff should be responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs should be used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, should be dried so far as is reasonably practicable.

Cleaning and site staff should remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Suitable and sufficient lighting will be provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting should be routinely checked as part of a termly workplace monitoring regime.

Arrangements should be put in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in the external areas.

SMOKING POLICY

Smoking is not permitted on any BDAT Academy site and in company vehicles. Signs should be displayed at entrances and in vehicles in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on school business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any client premises or within any place where “no smoking” signs are displayed.

STRESS AT WORK POLICY

Stress is defined as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

As a result the management of each Academy will evaluate the roles and job functions in their school and identify those jobs which are more stressful than others. This assessment will take into account the HSE’s stress management standards and indicators of stress within the workplace.. The process will result in an action plan to reduce the impact which excess work pressure can have on our staff.

The stress risk assessment is reviewed at least annually in consultation with a cross section of staff and progress against the action plan is reviewed via Governor and Safety Committee Meetings.

We encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. BDAT discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

We offer support through managers, the HR team and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe

in offering developmental opportunities to staff where possible and where the member of staff desires it.

Management and supervisory staff receive training in good staff management practices. If the business is intending to implement organisational or procedural changes, we ensure that managers communicate and consult with staff at an early stage.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and the company has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

See BDAT individual policy on stress.

TEMPORARY WORKERS POLICY

Temporary workers such as cover teachers should undergo a suitable induction.. As a minimum this would include familiarisation of the building, information about risk assessments as well as an explanation of the emergency plans. In the event of emergencies temporary workers are to muster with their class.

As temporary workers present a proportionately higher risk than full members of staff greater instruction and supervision is required.

TRAINING POLICY

The management of BDAT Academies will establish training needs through looking at legislation, guidance and best practice, consultation with competent persons, discussion with staff and the academy requirements.

Once a training need has been identified, the Academy must have a procedure in place for approval. Once approved the training will be booked and arrangements made for travel or accommodation should this be needed.

A training matrix should be established to keep employees up to date with training.

Training is discussed as part of each employee's appraisal.

Each BDAT Academy should also provide in house Continuous Professional Development (CPD) for Teachers and Associate Staff.

VISITORS POLICY

Visitors to our premises include parents, couriers, clients, sales persons, contractors, members of the public (including children), members of the emergency services, regulatory staff.

Visitors to BDAT premises are asked to sign in and out of our buildings and will be under the supervision of a member of staff or will be provided with information via signage or notices that will assist them in remaining safe during their visit.

Visitors will be admitted to the school in line with the Academy Safeguarding policy and arrangements.

Contractors undertaking work within the premises will be subject to our contractor control arrangements. All visitors will be issued a pass.

WASTE MANAGEMENT POLICY

BDAT aims to take a positive approach to protecting the environment and with regards to waste where possible recycling is encouraged. Arrangements for recycling should be discussed with the Academy waste collection service.

The environmental hierarchy of controls should be used to address this point and updates to the Academy policy will reflect as and when changes are made.

Biohazard waste should be collected by a suitable company.

Waste Transfer notices should be retained on site for a period of 5 years.

WELFARE FACILITIES POLICY

Each BDAT Academy must ensure that the welfare facilities provided for the school will comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Well-equipped sanitary and washing facilities will be provided in sufficient numbers for the staff using them.

Facilities should also be provided for staff to obtain drinking water, for heating water and heating food.

Staff should be able to rest and eat food at their desks should they wish however staff rooms should also be available.

Lockable cupboards should be provided for some staff due to the nature of their work.

Accommodation for outdoor clothing should be catered for with the provision of coat hooks.

An appropriate provision of disabled W.C's should be available throughout all BDAT Academies.

WINTER CONDITIONS POLICY

On the occasion that heating systems fail due to breakdown or power disruption. Staff should utilise portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought. Where the temperature in the work areas falls below 16 degrees Celsius (teaching unions have stipulated 18 degrees) for a prolonged period, the Head Teacher will authorise staff and pupils to go home on full pay or work from home where appropriate.

For outdoor workers thermal clothing, warm jackets, gloves and hats, non-slip overshoes must be provided. Changes to work patterns such as switching to indoor tasks, additional rest breaks, hot drinks facilities should also be considered

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff and pupils early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they are not expected to come to work e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded. Staff who can are correctly set up to work from home should do so if possible. This would be at the discretion of the Head Teacher and Chair of Governors.

Line managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working. This may occur due to low staff numbers in the workplace or due to home working arrangements being instigated. Should staffing levels be such that lone worker situations are encountered then refer to the Lone worker policy for tasks not to be conducted under such conditions.

If due to low staff numbers, first aiders are not available, the most senior manager present will take the role of appointed person i.e. for the purpose of managing any first aid incident and obtaining medical treatment.

Academies are required to also put in place contingency plans to cover loss of heating, power or water. These should be covered in the schools Critical Incident Plan.

Procedures will be implemented in accordance with the Academy slips trips and falls policy to control the additional slipping hazards presented by the weather. In particular all external walkways and steps on the premises will be regularly cleared of snow and gritted to reduce ice. Academies will follow the government's snow code in our approach to clearing snow and ice.

Particular attention should be paid to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside e.g. between the car park and the buildings. Should snowfall or ice deposits be such that routes are unable to be maintained clear then consideration should be given to adopt a traffic management scheme. Hazardous routes can be sectioned off and efforts concentrated on clearing the high traffic areas.

WORK EQUIPMENT POLICY

When selecting work equipment for purchase, managers must consider its suitability for the tasks required. Managers must also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment should be subject to portable appliance testing by a competent external contractor. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff will be instructed to carry out. All portable power tools should be subject to a visual inspection by the user prior to and after use.

Defects should be reported to the site team. The site team must ensure that a repair or replacement is undertaken promptly. Equipment that is in a dangerous condition should be securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained e.g. garden machinery use of the equipment should be restricted to authorised persons. Where necessary, these restrictions must be supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

Safe systems of work should be developed for the use and maintenance of hazardous equipment and relevant safety signs must be clearly displayed. Adopted control measures should be based on general risk assessments which must be undertaken for the use and maintenance of the equipment.

Power tools should be 110v CTE type or battery powered. In the unusual circumstance that it is necessary to use a 240v tool on site, this must be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

BDAT staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

All work equipment should be subject to a programme of inspection and where necessary, maintenance. This programme will be devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Persons who have been suitably trained only can carry out maintenance. In the case of passenger lifts specialist contractor's must carry out this maintenance.

Fixed machinery including kitchen equipment should be inspected during termly workplace monitoring programmes as well as by users and supervisors on a day to day basis. This inspection should check general condition, the presence of fixings, the correct operation and the presence of guarding. Staff must be instructed to check that guards are correctly in position before using work equipment.

Suitable storage arrangements should be provided for work equipment.

Where hire equipment is used on a long term basis management must ensure that the maintenance and repair responsibilities are clearly agreed between the Academy and the hire company.

Records of maintenance should be maintained for a period of 5 years.

WORKPLACE TRANSPORT POLICY

Academy premises include visitor parking, staff car parks, driveway, delivery area, external storage areas and one way systems.

Risk assessments must be undertaken to cover these activities and identification of the risk control measures required. segregation of pedestrian routes, zebra crossing, mirrors for blind spots, avoidance of vehicles reversing, supervision of reversing vehicles, pavements, barriers and fencing, speed limit signs and access control have all been applied.

Vehicles such as minibuses must only be used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators should be formally authorised to use the equipment and keys must be removed when the equipment is left unattended. Training programmes should be in place to cover minibus driving and use the MIDAS scheme.

Records of training and authorisation for the use of vehicles should be retained.

Traffic routes and precautions such as barriers and signs should be inspected by staff and supervisors informally on a daily basis and as part of the workplace monitoring programme.

All company vehicles must be subject to a maintenance programme in accordance with the leasing contract. The Academy will ensure that vehicles for use on the highway are licenced, insured and MOT'd where applicable. All maintenance records will be retained for the period of the vehicle lease or ownership.

Pre-use inspections must be carried out by drivers and recorded on a minibus check sheet which should be available in each minibus.

Defective vehicles will be taken out of service whilst awaiting repair or replacement.

Safe methods of loading will be exercised to ensure security of the load during transit and adherence with load limit rules.

WORKING AT HEIGHT

Working at height may not be undertaken by any staff unless they have the requisite training for the items of work equipment and processes they may undertake.

Regular training updates must be provided for all working at height tasks. Staff will be reminded that no working at height tasks are to be performed by lone workers.