

4.19 New and Expectant Mothers

Staff who are pregnant must notify the Headteacher in writing as early as possible for the child's health and safety protection, and for maternity leave purposes. Staff shall also provide a copy of a certificate from their GP or the midwife showing they are pregnant.

The school will carry out a risk assessment to determine the additional health and safety risks that the individual may be exposed to while at work. Following the risk assessment, the school may need to implement further control measures including:

- Temporarily adjusting working conditions and/or hours of work.
- Offering suitable alternative work (at the same rate of pay).
- Suspend the member of staff from work on paid leave for as long as necessary, to protect their health and safety, and that of the baby.

The school will continue to regularly monitor and review any risk assessment as circumstances may change, particularly at different stages of the pregnancy.

The school will adhere to HSE guidance at all times and ensure new or expectant mothers are suitably safeguarded and appropriate actions are taken in good time.

4.20 Training and Competence

All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to perform their work in a safe and efficient manner. Health, safety and environmental training will include but not limited to:

- Induction and awareness training.
- Online training. All staff dependent on their role will need to complete core training modules within the prescribed timeframes.
- Specialist training as appropriate for employees in the health, safety and environmental requirements of their duties.
- Toolbox Talks to promote safe working practices and behaviour.

A training matrix will be developed by the Health, Safety and Facilities Managers to identify the health, safety and environmental training needs of all staff across the school. This will be used to support their personal development in the role.

4.21 HSE Meetings

The school has a legal duty to consult with staff on appropriate health and safety issues.

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The school will fulfil these obligations through HSE committee meetings which shall be held every term. The attendees at the HSE committee meetings shall be selected to represent a cross section of staff. Minutes from the meeting shall be taken and disseminated to all relevant parties.

4.22 Performance Monitoring

The Caretaker in conjunction with the Health, Safety and Facilities Managers will monitor the school's performance on health, safety and environmental issues. The following leading indicators shall be used to measure performance standards:

- Weekly building and site inspections by the Caretaker.
- Termly walkaround by the Caretaker, Admin / Finance Officer, Health, Safety and Facilities Managers and other relevant parties.
- Adhoc Toolbox Talks with groups of staff to address specific health, safety and environmental matters.
- 2nd party audits by a competent organisation.

All findings will be reported to BWI Primary School. Where any non-conformances are raised, an agreed Corrective Action Plan shall be produced and maintained by the Caretaker. The Plan shall be based on the SMART principal (specific, measurable, achievable, realistic target).

4.23 School Trips and Visits

All visits to sites, which involve activities of hazardous nature and those with overnight stays, must be assessed and approved by the Headteacher and LBH.

Any member of staff wishing to arrange an off-site visit or trip must submit and have a Request to Lead an Educational Visit form approved by the relevant persons. A risk assessment will then need to be produced with the assistance of the provider at least 1 month before the visit or trip is due to take place. The risk assessment will then be reviewed by the Educational Visits Co-Ordinator (EVC) and Health, Safety and Facilities Managers before being approved by the Headteacher.

The significant findings of the risk assessment must be briefed to all staff, pupils and volunteers prior to the school visit or trip occurring.

4.24 Work Experience

It is the responsibility of the school to ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm.

All places of employment utilised for placements or experience will be assessed and approved by Learning to Work. Parents are provided with a Work Experience Information Sheet from Learning to Work outlining the relevant health and safety considerations.

Where parents or carer arrange, their own work experience, the parents or carer need to sign a waiver form and accept full liability for the work placement.

4.25 Drugs and Alcohol

Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of themselves and/or of others the matter will be dealt with in accordance with the relevant school policy.

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4.26 Insurance Cover

BWI Primary School will ensure there is sufficient insurance cover, employers and public liability, in place for all persons and work tasks carried out on the school premises.

A minimum of £5m employers liability insurance is required for anyone working on school facilities.

The school also has procedures in place to ensure that any person hiring any school of the school facilities has a minimum of £2m public liability insurance.

4.27 Smoking and the use of E-Cigarettes

BWI Primary School is a strictly smoke and vape free environment. Smoking and the use of E-Cigarettes is not permitted in any buildings or in the school grounds.

In addition, the school seeks to maintain a smoke and vape free zone in the vicinity of the school gates by discouraging staff from Smoking and the use of E-Cigarettes within 50m of the perimeter gates and requests parents and visitors not to smoke or vape as they approach, wait outside or leave the school.

Staff are not allowed to smoke or vape on the school site.

Staff, whilst acting in that capacity, are not allowed to smoke or vape in the presence / sight of pupils or parents. This includes all clubs, groups and trips taking place outside school hours, including residential trips. Staff are not permitted to smoke or vape during the working day. Where staff wish to smoke or vape they can do so during their main meal break, (but not any other scheduled or non-scheduled breaks), and must do so away from the site.

All visitors to the school, on school business, including parents, Governors, contractors and suppliers are not allowed to smoke or vape on school site.

Persons leasing or hiring the school site, for any purpose, at any time, will not be permitted to smoke.

Contravention of the Smoking and the use of E-Cigarettes rules will be regarded as a breach of discipline and the matter will be pursued through the normal disciplinary procedures.

4.28 Lone Working

Staff maybe required during the course of their work tasks to work by themselves without close or direct supervision. The school will ensure risks to lone workers are assessed and adequate steps are taken to avoid or control risks where necessary by ensuring:

- Lone workers receive written authorisation from the Head Teacher to work outside of their normal hours (for example, during a weekend or school holidays). Lone working hours will always be pre-arranged.
- Lone working is restricted to competent and medically fit persons who will not be placed at increased risk such as pregnant or disabled persons.
- The school grounds and buildings are kept locked and secure before or after normal school hours.
- Lone workers understand their physical limitations and will only endeavour to carry out work tasks that do not jeopardise their safety.

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- There is contact at the end of the working day by the lone worker to a buddy using a mobile phone or landline. The buddy must be established before any periods of lone working begins.
- Lone workers are familiar with the layout of the school premises and any local hazards that may be present.
- Lone workers know how to raise the alarm in an emergency situation in a timely manner including the subsequent actions to be taken.
- Lone workers have immediate access to relevant emergency contact names and telephone numbers.
- The provision of appropriate information, instructions and training to lone workers including a risk assessment is in place.