

Health and Safety Provision – Statements of Intent

For further information or to see a copy of the our complete Health and Safety Policy, please contact the School

COVID-19 Addendum to Bedford Modern School Health and Safety Policy

Bedford Modern School remains committed to the effective management of Health and Safety risk to provide an environment which is as safe as possible for our staff and students as well as contractors and other visitors to our School. In line with existing policies and procedures, we will use best endeavours and make reasonable adjustments to minimise the risks associated with COVID-19.

We acknowledge the change in circumstances due to COVID-19 and will follow government and local authority guidance to adapt our policies and carry out specific risk assessments, as necessary.

This addendum has been created using DfE guidance and other authoritative reports and guidance and in consultation with staff to provide a professional working environment which is as safe as possible. Where applicable, it supersedes key aspects of the School's existing policies but should be read alongside the school's current Health and Safety Policy and all other Health and Safety-related risk assessments.

Where significant risks and hazards are identified, necessary preventative and protective measures will be put in place as far is reasonably practicable, using a sensible risk management approach that will include:

- Providing safe working conditions and safe equipment
- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them
- Providing suitable information, instruction, training and supervision for all staff
- Promoting a positive and robust Health and Safety culture that is demonstrated by open communication and a shared commitment to learning and the importance of health, safety and wellbeing in the light of COVID-19
- Promoting the principles of sensible risk management
- Monitoring, reviewing and modifying policies and procedures, as required

Bedford Modern School has produced an overarching risk assessment which outlines the procedures and arrangements for managing the risk from COVID-19. These have been written using all available guidance and staff have been fully consulted throughout their development. Pre-existing departmental or activity-specific risk assessments will remain under constant review and will be adapted to confirm with the prevailing local risk level (i.e. Tier One, Two or Three) and official guidance.

Stuart Letley
Clear Safety Services Ltd
Health and Safety Advisor to the Harpur Trust
23 October 2020



The Harpur Trust Health & Safety Policy

1 Statement of Intent

- 1.1 The Trustees of the Harpur Trust recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable the health, safety and welfare of all employees of the Harpur Trust and the pupils at the Trust's schools. They also recognise the duties required by the Act towards the public, contractors and any other visitors to its premises.
- 1.2 The Trustees accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and approved Codes of Practice. It is considered by the Trustees that health and safety is an important responsibility.

2 Organisation

The Trustees accept full responsibility for health and safety within Trust premises and associated with Trust activities. They will constantly monitor the effectiveness of the implementation of this Policy and will review the Policy on an annual basis. The Trustees will ensure that any changes in this Policy will be drawn to the attention of all employees.

For administrative purposes the responsibilities of the Trustees are devolved to specific committees accountable to the Trustees for the implementation of their policies.

School Committees - These committees oversee the operation of each of the Schools within the Trust.

Endowment Committee - This committee oversees endowment activities. It also has responsibility for oversight of the Trust's London Estate and the Pilgrim Centre site.

Grants Committee - The Grants Committee has oversight of the administration of Grants and the operation of Randall Cottage Homes and community events.

Administration & Audit Committee - This committee has oversight of the administration and day-to-day conduct of Trust activities, including the operation of the Harpur Trust office.

In order to achieve the objectives of the Trust's Health and Safety Policy, the Harpur Trust Office, each of the Trust Schools and each of the Trust's Almshouses have prepared and will maintain their own Health and Safety Policy documents. A Health and Safety Policy has been prepared for the Pilgrim Centre, Bedford. The London Estate is let on full repairing and insuring terms and health and safety is therefore the responsibility of each respective tenant.

The relevant committee of the Trust will ensure that these policies exist, are up to date and that appropriate organisational arrangements are implemented. Each committee will report to Governing Body on an annual basis, in the spring term, on health and safety matters.

The school committees delegate the day to day implementation of health and safety policy to a health and safety sub-committee. The sub-committee reports on a termly basis to the school committee and also on any occasion when, for whatever reason, professional advice has not been followed.

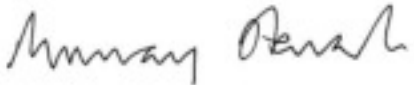
3 General Duties

The Trustees will ensure that they take all such steps as are reasonably practicable to:

- 3.1 provide a safe place for employees and pupils to work and conditions, which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance together with safe means of entry and exit and to protect all employees, pupils and visitors in so far as they come into contact with foreseeable hazards;
- 3.2 provide and maintain a safe and healthy working environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- 3.3 provide supervision, training and instruction so that all employees and pupils can perform their work activities in a healthy and safe manner. All employees will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities;
- 3.4 develop safety awareness amongst all employees and pupils and as a result of this create individual responsibility for health and safety at all levels;
- 3.5 provide a safe environment for all visitors and users of the Trust's premises bearing in mind that such visitors may not necessarily be familiar with certain aspects of the Trust's activities;
- 3.6 ensure safe arrangements for the handling, storage and transport of articles and substances, necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- 3.7 arrange and review systems of risk assessment to allow the prompt identifications of potential hazards;
- 3.8 collate accident and incident information and when necessary, carry out investigations;
- 3.9 ensure that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- 3.10 control the activities of all contractors on the Trust's premises. This will be achieved in part by demanding copies of the Contractor's own Health and Safety Policy at the tender stage, appointment of a Principal Designer in writing and, at an appropriate time, the appointment of a Principal Contractor when required and the implementation of a Permit to Work scheme;
- 3.11 encourage full and effective two-way consultation on health and safety matters by using the management structure within the Trust and its subordinate organisations;
- 3.12 ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- 3.13 review annually the details of this Policy and to keep it in line with changes in current legislation.

4 Competent Advice

To these ends the Trust will obtain the necessary legal technical and practical safety assistance and information from independent safety consultants and the retained Health & Safety Advisor as appropriate.

Signed  (For the Trustees)
Chairman of the Trust

Date 19 January 2021



BEDFORD MODERN SCHOOL

HEALTH AND SAFETY POLICY

This Health and Safety Policy Statement has been designed to comply with the Statutory Obligations placed upon the Harpur Trust and the Governors of Bedford Modern School as an Employer under the Health and Safety at Work Act 1974, section 2 (3).

STATEMENT OF INTENT

The Trustees of the Harpur Trust recognise that under the above Act they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their Employees and that they also have duties towards students, the public and visitors to School premises. The Chairman of the Harpur Trust has responsibility for Health and Safety at Bedford Modern School and delegates the implementation of policy to the Bedford Modern School Committee who in turn have nominated the Director of Operations as Director of Safety.

So far as is reasonably practicable, the Governors will take all steps within their power to meet these responsibilities, paying particular attention to the following provisions of the Act:

- To provide a safe place for employees and students to work and conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance together with safe means of entry and exit and to protect all employees, students and visitors in so far as they come in to contact with foreseeable hazards
- To provide and maintain a safe working environment for all employees and students with adequate facilities and arrangement for their welfare
- To provide all employees and students with information, instruction, training and supervision that they require to work in a safe, healthy and efficient manner
- To ensure safe arrangements for the handling, storage and transport of articles and substances, necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- To develop safety awareness amongst all employees and students, and as a result, create individual responsibility for Health and Safety at all levels
- To arrange and review systems of risk assessment to allow the prompt identifications of potential hazards
- To collate accident and incident information and when necessary, carry out investigations
- To provide a safe environment for all visitors to the School's premises bearing in mind that they may not necessarily be attuned to certain aspects of the School's environment
- To review constantly the Health and Safety Policy and to keep in line with current legislation

Consultation

The School encourages full and effective two-way consultation on Health and Safety matters by utilising the Management Structure of the School and Health and Safety Committee. It is the responsibility of the individual Heads of Faculty / Subject to circulate the information within their area and to all members of their Staff.

Health and Safety Advice

Suitably trained and competent persons will be retained by the School to provide the necessary Health and Safety advice and assistance to the Director of Safety. Independent consultants may be used to provide this service.

Employee Obligations

Employees have obligations under Section 7 and 8 of the Health and Safety at Work Act 1974.

They are required to:

- Take reasonable care of themselves, colleagues and other persons such as students and visitors who may be affected by their acts or omissions whilst at work.
- The Act prohibits employees from interfering with or misusing any equipment provided to aid Health and Safety.
- All employees shall use any such equipment that their employer has provided to aid Health and Safety.
- Abide by the School's rules including adherence to the School 'No Smoking' Policy that is applicable to the site in its entirety.

Summary

The Governors accept their duties as outlined above and it will be their policy to promote standards of health, safety and welfare that comply fully with the Health and Safety at Work Act and Regulations.

The Governors consider that Health and Safety is a responsibility at least equal in importance to that of any other function in the School.

Signed



Shirley Jackson
Chair of Governors

Date 02 November 2020