

## Health and Safety Policy

### 1. Policy Statement

The Proprietor recognises its health and safety duties under the Health and Safety at Work Act 1974<sup>1</sup> and the Management of Health and Safety at Work Regulations 1999<sup>2</sup>.

It is the policy of the Proprietor that:

- Adequate arrangements are made for the health and safety (H&S) of employees, learners and members of the public, by providing a working environment, appropriate controls and suitable training for all employees and learners.
- All legal requirements are satisfied.
- Appropriate resources are made available to implement the policy effectively.
- All employees and learners are made aware of their corporate and personal responsibilities through training and consultation.

So far as is reasonably practicable, the Proprietor will:

- Provide adequate control of the H&S risks arising from our work activities;
- Consult with employees on matters affecting their H&S;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- With support from the H&S Coordinator, provide information, instruction and supervision for employees;
- With support from the H&S Coordinator, ensure all employees are competent to do their tasks, and to give them adequate training;
- Cooperate and coordinate on matters of H&S with any other employers where a workplace is shared;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions;

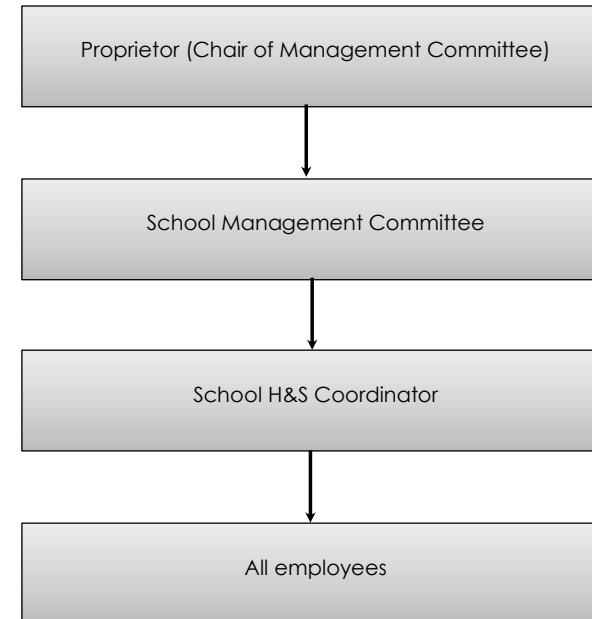
<sup>1</sup> <http://www.hse.gov.uk/legislation/hswa.htm>

<sup>2</sup> <http://www.legislation.gov.uk/uk/si/1999/3242/contents/made>

- Support the school's H&S Coordinator to carry out an annual audit of H&S management;
- Review and revise this policy as necessary at regular intervals, at least once every year.

### 2. Health & Safety Responsibilities

Health & Safety Management Structure:



#### 2.1 Overall responsibility

The Chair of the Management Committee will have responsibility on behalf of the Proprietor for ensuring that the Committee has implemented a system of ensuring satisfactory standards of health and safety at work and its efficient management.

However, the following responsibilities have been delegated:

## 2.2 School Management Committee

A representative of the School Management Committee (H&S Coordinator) has responsibility for health and safety arrangements within the school and is responsible for the health and safety policy and its implementation. The representative of the School Management Committee must ensure:

- The organisation is aware of its statutory obligations and recommended codes of practice;
- Advise management of their responsibilities for accident prevention and avoidance of health hazards;
- Management and employees are kept informed of new and developing legislation and other standards;
- Oversee and review all accident investigations;
- Identify health and safety training needs;
- All necessary risk assessments required by legislation are carried out;
- The Health and Safety policy is reviewed as appropriate to ensure compliance with existing policies, current legislation and any changes in the law;
- So far as is reasonably practicable, adequate resources are made available to achieve the policy objectives;
- A health and safety management system is implemented;
- Monitoring of H&S Performance against agreed standards (both in **Management Committee Meetings** and in **Staff Termly H&S Forums**);
- Liaise with relevant external bodies such as Health and Safety Executive (HSE)<sup>3</sup>;
- Arrange an annual H&S Audit.

## 2.3 School Health & Safety Coordinator(s)

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<sup>3</sup> <http://www.hse.gov.uk/>

The H&S Coordinator will have day-to-day responsibility for promoting a positive health and safety culture and ensuring this policy is put into practice. Additional responsibilities are:

- Undertaking routine safety inspections to ensure a safe place of work;
- Ensuring satisfactory arrangements for first aid;
- Ensuring safety in relation to fire risks and precautions;
- Initiate the appropriate incident investigation procedure following a serious or potentially serious accident / incident;
- Overall responsibility for implementing the Health and Safety policy at a local level;
- Bringing health and safety policies to the notice of employees;
- Monitoring health and safety performance within their area of responsibility;
- Local induction arrangements to include health and safety;
- Ensure risk assessments are in place for all activities/situations occurring locally.

## 2.4 Individual employees

All employees must:

- Ensure they have read and understood the Health and Safety Policy – **this is reviewed by all staff at initial induction training, annual training at the start of each academic year, and within termly H&S Staff Forums**;
- Take reasonable care of the health and safety of themselves and of their colleagues;
- Inform the organisation of any accidents or incidents;
- Inform the organisation of any near-misses (**using the 'Near Miss Form'**);
- Consider the safety of other persons who may be affected by their acts or omissions;
- Work in accordance with information and training provided;
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
- Report any defects in plant or equipment, or shortcomings in the existing health and safety arrangements, to a responsible person without delay (**using the 'Defective Equipment Form'**);
- Not undertake any task for which authorisation and/or training has not been given.

Failure to comply with these responsibilities could result in disciplinary action being taken as set out in the Disciplinary Policy and Procedures.

### 3. Health and Safety Arrangements

#### 3.1 Accident, injury and dangerous occurrence reporting

It is the policy of The Proprietor to comply with RIDDOR 95<sup>4</sup>.

All accidents resulting in injury must be reported by completing the Accident book and passing the tear out part to the school H&S Coordinator.

In some cases an investigation will be necessary. This will be initiated by the school H&S Coordinator, who will involve the representative from the Management Committee where necessary. An attempt will be made to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All eyewitness accounts will be collected as near the time of the accident as is reasonably practicable.

All completed investigation reports will be kept by the representative from the Management Committee.

The school H&S Coordinator, on behalf of the Proprietor, is responsible for reporting all cases of reportable accidents and diseases to the HSE.

Accident records are compiled and stored confidentially by the school H&S Coordinator.

Additionally, employers must report diagnoses of certain occupational diseases (occupational ill health), where these are likely to have been caused or made worse by their work <sup>5</sup>. These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;

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<sup>4</sup> <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

<sup>5</sup> Reporting accidents and incidents at work - A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### 3.2 Accident Procedure

The school will have a First Aid policy and Risk Assessment detailing the local first aid arrangements. First aid is administered by a qualified first aider only.

Where doubt exists as to the severity of an incident, the emergency services will be called.

Emergency telephone numbers will be held by the Centre Manager.

### 3.3 Near-miss reporting

A near-miss is "An unplanned incident which does not cause injury or damage, but has the potential to do so."<sup>6</sup> Near misses or dangerous occurrences that have the potential to cause injury must be reported with the same sense of importance as reporting an accident or an injury. We do this understanding that reviewing near misses can prevent a similar or serious accident from occurring in the future.

Staff are to complete a 'Near Miss Form' and send to the school based Health and Safety Officer – this will then be reviewed in the next morning meeting with staff and then reviewed again in the termly H&S Staff Forum where the organisation Lead H&S Officer will take these reports for consideration of the Management Committee in reviewing H&S procedures in all contexts.

### 3.4 Annual Audit

With the support of the school, the Proprietor will carry out an annual audit of H&S for the school during the summer term. The audit will cover all aspects of H&S such as the premises and effective use and implementation of systems and processes. The finding of the audit will be presented to the Management Committee and action taken as required.

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<sup>6</sup> <https://hsewatch.com/what-is-a-near-miss>

### 3.5 Consultation and Communication

The Proprietor sees communication between staff at all levels as an essential part of effective health and safety management. The Management Committee will communicate their commitment to safety orally, in writing and by example. Consultation will be facilitated by means of raising health and safety matters at Management Committee meetings. Employees will refer issues to school H&S Co-ordinators and then to the representative of the Management Committee if necessary. **Further, all staff on site engage in termly H&S Staff Forums where concerns can be raised within a group discussion aided by agenda-prompts.**

### 3.6 Contractors/Workmen

All Contractors/workmen on site will receive a fire safety induction including emergency procedures on their first visit. All contractors/workmen will be supervised during their first visit. Further, all contractors conducting work on fixtures, fittings or fabric of the building will be presented with the relevant asbestos management plan and risk assessment.

### 3.7 Control of Hazardous substances (COSHH)

It is the policy of the Proprietor to comply with COSHH regulations 2002<sup>7</sup>.

It is the policy of the Proprietor to minimise or, where possible, eliminate the need for hazardous substances on school premises.

A risk assessment will be carried out of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers health and safety guidance and our own knowledge of the work process.

The Proprietor will ensure that exposure of staff and members of the public to hazardous substances is minimised and adequately controlled in all cases.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

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<sup>7</sup> [Control of Substances Hazardous to Health \(COSHH\) - COSHH](#)

### 3.8 Display Screen Equipment (occupational ill health)

It is the policy of the Proprietor to comply with the Health and Safety (Display Screen Equipment) Regulations 1992<sup>8</sup>.

The Proprietor will conduct a risk assessment of any employees using VDU screens as a significant part of their job. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified. For more information please see the guidelines for 'Working with display screen equipment (DSE)'<sup>9</sup> from the HSE.

### 3.9 Electrical equipment

All electrical equipment must be used only for its intended purpose.

An electrical condition assessment of fixed wires is carried out every 5 years. The actions required in the report are then completed. Any electrical faults, or concerns are reported and dealt with immediately.

The Proprietor adopts a routine of testing portable equipment (PAT Testing) based on equipment type and usage. The PAT dates are logged and recorded. Receipts for new items bought between the annual PAT are kept.

Users of portable equipment will undertake a visual check before each use.

An audit of Health and Safety Risk Assessments and requirements is audited annually. Electrical equipment is included in this audit.

<sup>8</sup> <http://www.legislation.gov.uk/uksi/1992/2792/contents/made>

<sup>9</sup> <http://www.hse.gov.uk/pubns/indg36.pdf>

### 3.10 Evacuation Procedure

In the event of a fire alarm being activated or in any other emergency situation, all persons must leave the building by the nearest available exit and assemble at the designated assembly point (see fire procedures for detailed information). The school Fire Marshall will supervise evacuation and liaise with the emergency services. Staff are responsible for the safe evacuation of young people in their group and must carry out a roll call at the assembly point to ensure all young people are accounted for and report their findings to the school Fire Marshall. Likewise, the Centre Manager (or next in seniority) must carry out a roll call of their staff on site, as well as any visitors recorded in the visitors book, to ensure all staff and visitors are accounted for and report their findings to the school Fire Marshall.

### 3.11 Fire Safety

All employees must ensure they have read and understood the organisation's fire procedure.

The school H&S Coordinator will ensure a fire risk assessment is carried out for their site. Implementation of any recommendations from the fire risk assessment is the responsibility of the school H&S Coordinator with the Proprietor.

The school H&S Coordinator is also responsible for ensuring the maintenance and testing of fire alarms and fire fighting equipment. The actual maintenance of the equipment will be the subject of an annual contract with a specialist firm.

All persons on the premises have a duty to immediately report any fire, smoke or potential fire hazards by using a fire alarm or reporting to a senior member of staff.

All employees have the duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Smoking is not permitted in any of the school buildings. Smoking outside the buildings whilst on the school premises, where appropriate, must be supervised and suitable disposal facilities provided.

Centre Managers are responsible for keeping their areas safe from fire and ensuring their staff are trained in proper fire prevention practices and emergency procedures.

### **3.12 Fire detection equipment**

Manually operated fire alarms are located at strategic points throughout the buildings. Smoke detectors are also fitted.

### **3.13 Firefighting equipment**

Fire extinguishers are located at strategic points throughout the buildings to aid evacuation. Employees are not expected to tackle a fire themselves unless it is safe to do so. If the situation is potentially dangerous the employee will activate the alarm and evacuate the building immediately.

### **3.14 Fire doors**

Fire Doors are designed to slow the spread of fire and smoke throughout the building. Fire doors are designed to close automatically and must never be blocked, jammed or tied open.

### **3.15 Fire exits**

Fire exits are located at strategic points. Exit doors must never be locked, blocked or used as storage space. In the event of the fire alarm sounding, employees, students and visitors must exit the building by the nearest exterior door.

Where buildings have no natural light or are used after dark, emergency lighting will have been installed in exit corridors and above emergency exit doors. A lift will never be used in the case of emergency evacuation.

### **3.16 Incident reporting**

Throughout the organisation a variety of incidents may occur which need reporting. The procedure required for the different types of incidents are set out in the Incident Reporting Policy.

Where an investigation is necessary, the Centre Manager will initiate the process and will involve the representative from the Management Committee where necessary. An attempt will be made to discover why the incident occurred and what action will be taken to avoid a recurrence of the problem.

All eyewitness accounts will be collected as near the time of the incident as is reasonably practicable. Any interested parties will be informed as soon as possible of the incident and of any conclusions reached. All completed investigation reports will be kept by the Centre Manager for review termly.

### **3.17 Fire Drills**

Practice fire drills must be carried out at least every term, although we recommend every half-term. This is to ensure employees and students are familiar with emergency evacuation procedures. Fire drills will be the responsibility of the school H&S Coordinator.

### **3.18 Lone working**

If any employee is required to work on their own on the school premises outside of normal working hours, they must ensure that they inform someone (not necessarily another employee) when they arrive and when they leave. If there are concerns over the safety of an employee at the school premises a member of staff will be contacted and if necessary, the police. For more guidelines on working alone on and off site, see the Working Alone or One-to-One Policy.

If in the duration of your role at the school you are required to work on your own with a young person or vulnerable adult you must first have read and understood the Working Alone or One-to-One Policy and follow the guidelines as outlined.

### **3.19 Manual handling Operations**

It is the policy of the Proprietor to comply with the Manual Handling Operations Regulations 1992<sup>10</sup>.

Manual handling Operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations a risk assessment of the operation will be made taking into account the task, the individual, the load and the environment.

All possible steps will be taken to reduce the risk of injury to the lowest level possible, including Manual Handling training where appropriate. For more information on manual handling please see the Manual Handling Guidelines.

### **3.20 New and expectant mothers at work**

Employees that are pregnant will inform their line manager who will ensure a New and Expectant Mothers risk assessment is carried out.

### **3.21 Office and workspace safety**

Offices, though generally regarded as low risk areas, still present their own risks to health and safety. Please see Guidelines for working in an office environment and using VDU's for more information.

Staff concerned about the working environment (temperature, lighting etc.), facilities (toilets, eating, washing, changing etc.), cleaning or general safety will advise their line manager of their concerns. Line managers will refer issues to the school H&S Coordinator to arrange for a specific risk assessment to be completed and the resulting action taken.

### **3.22 Outdoor activities**

Any adventurous activities such as caving, climbing, canoeing, sailing etc. must be organised and led by qualified third party instructors.

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<sup>10</sup> <http://www.hse.gov.uk/msd/backpain/employers/mhor.htm>

Other less adventurous outdoor activities such as walking, field trips etc. will have a relevant risk assessment carried out prior to the activity taking place and the activity be approved by a Centre Manager.

For further information see the Trips and Visits Policy.

### **3.23 Risk assessments**

Risk assessments will be carried out for all activities that are undertaken. Any resulting actions will be implemented and staff informed and where necessary receive appropriate training. Risk assessments will be reviewed at least annually and following any changes to the activity or environment by the school H&S Coordinator.

For any new activities to be undertaken, a risk assessment will be carried out, actions implemented and the risk assessment approved by the Centre Manager before the activity is carried out.

### **3.24 Safe Learner**

The Proprietor is committed to The Safe Learner<sup>11</sup> principles. It is the duty of the Proprietor and its entire staff to ensure that the learning environment and all activities are safe and unlikely to cause harm. Learners are to be inducted and consulted with regards to their health, safety and welfare.

### **3.25 Safety training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every member of staff in the school is trained to perform his or her job effectively and safely.

All employees will be trained in safe working practices and procedures relevant to their role prior to commencing the relevant activities.

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<sup>11</sup> <https://www.employment-studies.co.uk/system/files/resources/files/484.pdf>

Training needs will be identified at individual reviews or at departmental meetings.

### 3.26 Sports activities

All sport activities must be led by a competent person. A risk assessment will be conducted on the sport activities to be carried out and the premises/facilities to be used.

### 3.27 Snow and ice clearance

In the event of snowfall or icy conditions, the school H&S Coordinator will arrange for someone to clear a path from the main road to the doors into the premises and treat it with a mixture of sand and salt. Paths into all buildings will be cleared and treated as above.

Once recognised paths have been created, every effort must be made to maintain them in a safe condition.

### 3.28 Trips, visits and events

Trips, Visits and Events involving students and employees hold potential health and safety hazards. All such activities must have a properly completed risk assessment before the activity can then be approved by the Centre Manager. Please see the Trips and Visits Policy.

### 3.29 Violence and aggression

Violence can include physical, verbal, sexual, racial or threatening behaviour by a colleague, student, parent/guardian or member of the public. Strict guidelines apply to these sorts of incidents and they must be reported to the Centre Manager.

If a student carries out a physical assault on a member of staff, the student must be removed from the situation until the matter is resolved.

The member of staff assaulted must complete a report of the incident and provide a medical statement should they suffer actual bodily harm. Police will always be informed in the case of a serious assault.

For further information please see the Behaviour policy.

### 3.30 Visitors

Visitors to the school will report to staff on their arrival. They will be asked to provide ID and sign in and be given a suitable badge/label to identify them as a visitor. Visitors will be asked to sign out on their departure.

All visitors must be made aware of the procedure to take in case of the fire alarm sounding.

### 3.31 Work equipment, including maintenance of plant and equipment

It is the policy of the Proprietor to comply with the Provision and Use of work equipment regulations (PUWER) 1992<sup>12</sup>.

The Proprietor will endeavour to ensure that all equipment used in the buildings is safe and suitable for the purpose for which it is used.

All staff will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well-being of persons in or around the premises will be restricted to authorised persons.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Equipment is maintained annually by qualified contractors, and a record of this is kept in the Health and Safety Annual audit. The proprietor will endeavour to ensure that all parties are kept safe whilst maintenance work occurs. Therefore work will be arranged outside school hours.

### 3.32 Workplace inspections

<sup>12</sup> <http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>



It is the policy of the Proprietor to comply with the Workplace (Health, Safety and Welfare) Regulations 1992<sup>13</sup>.

Site Safety Inspections of the premises will be carried out each term by the school H&S Coordinator to ensure safe practices and premises.

Any actions resulting from an inspection must be implemented by the school H&S Coordinator as soon as is reasonably practicable. Any change in practices resulting from an inspection will be communicated to staff immediately and necessary training given.

### **3.33 Work-related Stress, depression or anxiety (occupational ill health)**

Risk assessments will include consideration and identification of possible workplace stressors. Measures to eliminate, reduce or control risks from stress will be implemented in line with the HSE Management Standards for Work Related Stress<sup>14</sup>. For more information please see the Guidelines for reducing work related stress.

Staff have regular morning meetings with the Centre Manager and debriefing sessions after school where personal wellbeing is discussed, including meetings around capacity and work-load review. Where relevant, staff can access therapy services as a preventative and protective measure if they feel this will be of benefit.

### **3.34 Water Hygiene/Legionella**

The proprietor endeavours to ensure that risk of contracting legionella on site is minimised. Legionella is a bacteria that grows between 20-45 degrees Celsius. The bacteria lies dormant below 20 degrees Celsius and do not survive above 60 degrees Celsius. Contraction of legionella can Legionaire's disease which is a potentially fatal type of pneumonia.

Water Hygiene is an integral part of the risk assessments and every room that has a water supply is monitored for water temperature and stagnation. Precautionary measures are

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<sup>13</sup> <http://www.hse.gov.uk/pubns/books/l24.htm>

<sup>14</sup> <http://www.hse.gov.uk/research/rrhtm/m693.htm>

written into the daily and weekly cleaning jobs, and there are Water Log Books recording checks as per the risk assessment.

The annual Health and Safety Audit ensures measures are taken to prevent Legionella, and water risk assessments are conducted annually by an external, qualified contractor to test for legionella in the water.