

## **Health & Safety Policy**

### **1.1 STATEMENT OF INTENT AND GENERAL POLICY**

The Head of Provision and Business Directors recognise their responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and others affected by their activities, actions or omissions. We are committed to providing and maintaining a working and learning environment that is safe and to the sensible management of risks involved in its activities and this is established by the allocation of specific duties and by the arrangements detailed in parts 2 and 3 of this policy. The Head Teacher will provide leadership in matters of Health and Safety within the School and promote a safe and healthy working environment.

The Head of Provision will make the necessary arrangements to secure compliance with all health and safety requirements, to write them down and circulate this information to all appropriate persons, to monitor the implementation of the arrangements, and keep them under review. All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

### **1.2 POLICY OBJECTIVES**

The Head of Provision and Director will ensure, so far as it is reasonably practicable, the effective implementation of the Provision's Health and Safety Policy with a view to achieving the following objectives:

- Ensuring, so far as is reasonably practicable, the provision of adequate measures to comply with health and safety requirements;
- Commitment to a planned approach to managing health and safety ensuring the framework set by the Safety Policy is implemented, monitored and reviewed;
- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved;
- Responsibility is properly delegated and accepted at all levels of management;
- Provision of a safe working environment for all employees, and working conditions, which do not involve any risk to health;
- Provision of a safe environment for pupils and any other persons visiting the premises (e.g. activity facilitators and host school representatives). Staff receive adequate information, instruction, training and supervision to enable them to work safely.
- Provision of formal teaching on health and safety matters in the curriculum so that the pupils are made aware of these issues and of their own rights and responsibilities;
- Equipment provided is safe, maintained and suitable for use and that adequate arrangements are in place to maintain the equipment;
- Appropriate measures are taken to remove hazards and where the hazards cannot be removed reduce risk arising from them as low as is reasonably practicable;
- Bringing to the attention of appropriate employees all known health and safety hazards;
- Ensuring that appropriate steps are taken to ensure that rules and procedures governing the provision's activities, including emergencies, are formulated, observed and enforced;

- Ensuring that there are formal procedures in place for the prompt reporting of accidents, work related ill health, dangerous occurrences or incidents involving violence and aggression, to the Council's Health and Safety Unit and that any preventative measures are put in place to prevent a recurrence;
- Ensuring there is co-operation, communication and assistance with the Council's Health and Safety Unit in their audit of arrangements and investigation of accidents, work related ill health, dangerous occurrences or incidents involving violence and aggression.

## PART 2: ORGANISATION

### 2.1 ORGANISATION

This part describes the organisation in place for ensuring health and safety in our Provision and outlines the allocation of duties and how the management structure operates.

The Business Directors still have a role as employers and under Health and Safety at Work, etc., Act (1974), Management of Health and Safety Regulations and other legislation. The directors can satisfy this by:

- a) Accepting their health and safety responsibilities and establishing appropriate committees/mechanisms through which to consult staff (via the Head of Provision) on health and safety matters;
- b) Ensuring the organisation and arrangements of the Provision operate effectively;
- c) Taking into account Health and Safety issues when deciding on priorities for the School Development Plan;
- d) Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the premises and systems of work are safe and without risk to health;
- e) Ensuring adequate risk control measures are in place in order to minimise risk to staff, pupils and others and that there are competent people to carry out risk assessments;
- f) Ensuring procedures are set up for emergencies and employees are given information about these and other health and safety matters;
- g) Ensuring adequate mechanisms are in place for reporting to them on health and safety performance (e.g. accidents) and the results of any monitoring
- h) Ensuring arrangements are in place to provide staff with adequate training, information, instruction and supervision.

### 2.2 DUTIES OF THE HEAD OF PROVISION

The Head of Provision is accountable for the implementation of policies, this policy and associated guidance within the Provision with specific responsibilities for:

- a) Ensuring compliance with statutory obligations by ensuring adequate information, instruction and supervision is provided to staff and carrying out regular monitoring and review of health and safety performance in School;
- b) Ensure the effective planning and implementation of the School's Safety Policy, by incorporating appropriate organisational detail and local arrangements into Part 3 of this policy;
- c) Ensuring all staff for which they are responsible know and accept their responsibilities under this policy, the Health and Safety at Work Act 1974 and other Health and Safety legislation; whilst ensuring that staff are competent to carry out any such duties;

- d) Ensuring that risk assessments are undertaken for work activities and periodically reviewed, as required by the management of health and safety at work regulations, and at intervals identified in Part 3 of this policy;
- e) Ensuring safe systems of work and procedures are implemented and observed;
- f) Assessing the needs of employees in relation to health and safety training, including induction and allowing sufficient time for those employees to attend training courses;
- g) Ensuring that all accidents, injuries, near misses and dangerous occurrences are reported in accordance with the Council's reporting procedure;
- h) Ensuring that all employees under their control have received suitable and appropriate training, both induction and specific, including training for any equipment they may operate,
- i) Ensuring the appropriate investigation of all accidents, incidents and newly identified hazards ensuring appropriate action is taken;
- j) Liaising with, co-operating with and informing any Trade Union representatives and Health and Safety representatives on matters of Health, Safety and Welfare as and when required;
- k) Ensuring all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment;
- l) Ensuring that, where necessary, specialist advice is obtained from a competent person e.g. from Health and Safety, Manual Handling, Fire Safety, or Occupational Health Advisors on matters relating to health, safety and welfare;
- m) Including health and safety performance standards in their business plans, including any statutory tests and examinations required;
- n) Arranging and being involved in inspections of the premises at least once per term and ensuring that findings are reported to the appropriate person(s);
- o) Ensuring defective and faulty equipment, machinery, tools and vehicles are removed from the working environment immediately and reported as appropriate for specialist advice;
- p) Ensuring any equipment purchased is suitable and has all the relevant Health and Safety information to enable safe use;
- q) Ensuring all portable electrical equipment is made available to the relevant contractor for regular inspection;
- r) Ensuring that all Personal Protective Equipment (PPE) purchased is suitable, compatible, provided free of charge and worn by staff. Where necessary, the correct storage must be provided for the PPE and it must be inspected as necessary to ensure fit for purpose;

## 2.3 STAFF

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary for the employer to fulfil any of the relevant statutory provisions. Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

All employees have responsibility for:

- a) Carrying out their duties in accordance with the Safety Policy;
- b) Taking reasonable care of themselves and other persons whilst at work;
- c) Co-operating with the Head teacher and others in school to comply with legislation;
- d) Engaging in consultation and development of health and safety procedures to promote positive employee involvement;

- e) Following instruction and information on safe working procedures and using plant, substances and equipment safely;
- f) Attending health and safety training courses provided;
- g) Reporting defects or damage to equipment and safety hazards to the relevant person(s);
- h) Reporting all accidents and incidents to the relevant person(s);
- i) Exercising effective supervision of their pupils and to know and carry out the procedures in respect of fire, first aid and other emergencies;
- j) Following the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice e.g. CLEAPSS, if issued, and to ensure that they are applied;
- k) Integrating all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education.

## 2.4 PREMISES

Staff in charge of premises at The White Building have a duty in law to ensure health and safety on the premises under their control and this should include, where appropriate, production of additional safety rules to supplement this policy. In addition to the responsibilities outlined above, so far as is reasonably practicable, the main health and safety functions will be with regard to:

- a) Ensuring that fire risk assessments are carried out for the premises; emergency procedures including emergency evacuation plans are in place and the Council's Education Fire Policy is complied with;
- b) Ensuring that the Council's Asbestos Policy is complied with, including the preparation of an asbestos management plan for the premises;
- c) Ensuring that work equipment including fire fighting, portable electrical, lifting and other equipment is adequately maintained and accompanied by all necessary records;
- d) Ensuring that routine cleaning work is carried out to an appropriate standard; (e) Ensuring that all premises

## PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level:

### 3.1 ACCIDENT REPORTING, RECORDING AND INVESTIGATION

All staff should report all accidents, incidents and near misses to employees, visitors, contractors working on the premises. Line managers will investigate such incidents and identify and implement means to prevent a recurrence. When an accident happens to any employee or other (adult) person the Head of Provision must complete the Accident report form. A copy must be retained in school.

Where a pupil has been taken directly to hospital from the school site, or injuries to pupils which "arise out of or in connection with work" (e.g. are due to defects in the premises or in management controls) this should also be reported and recorded on the Accident and Incident Report Form. The form should be sent to the host school within 3 working days.

The Head of Provision will periodically scrutinise the pattern and causes of accidents as recorded and will bear these in mind when introducing preventative measures against risks.

### 3.2 CURRICULUM SAFETY

The Provision recognises that the curriculum requires that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety. Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

### 3.3 ELECTRICAL EQUIPMENT

Electrical equipment will be tested regularly by an approved electrical engineer who will take unsafe equipment out of use. All equipment will be made available to the contractors for testing. The person responsible for ensuring all equipment is tested regularly is the Head of Provision.

### 3.3 FIRE SAFETY

The Provision will ensure or co-operate with the relevant appointed contractor in ensuring that the fire equipment servicing is carried out regularly. The Head of Provision for The White Building will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the firefighting equipment to the Head of Provision. Fire doors must not be propped open. All fire exit doors must be readily opened and free from obstruction. Arrangements for evacuation will be placed on the notice board of each room in the provision.

Fire drills should be carried out at least once a term, or when there are changes in circumstances. The effectiveness of these procedures should be discussed with the staff immediately.

In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. The appointed person must then ring the emergency services. Staff should not put themselves at risk in attempting to put out a fire, but staff trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

### 3.4 FIRST AID

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff. The guidance issued by the DFE on First Aid for Schools has been adopted by the Provision. The first aiders/appointed persons for first aid for the school are: Tanya Clarke. A first aid box is located in the office and kitchen.

### 3.5 MAINTENANCE/INSPECTION OF EQUIPMENT

Employers need to provide a safe environment and equipment (i.e. heating systems, office equipment). This also includes staff using their own equipment. Whatever the source of the equipment it must be suitable for the task for which it is being used, properly maintained and used in a safe manner by staff trained in its use. There is a statutory requirement to service, testing and inspect certain equipment such as gas appliances, local exhaust ventilation and lifting equipment and records must be kept. Where inspections/servicing has identified the need for remedial action, the Head of Provision will ensure that any necessary work required to maintain the safe operation of equipment is carried out in a timely manner. Checks on equipment are undertaken by the Head of Provision. Records of inspections are kept in Head of Provision's File.

### 3.6 MEDICATIONS

Parents/Carers have the prime responsibility for their child's health and should provide the Provision with information about their child's medical condition. Staff at Balance AP do not administer drugs to students. This may come from the Host Schools on behalf of the parents/carers. There is no legal duty requiring the Provision staff to administer medicines, however we recognise that Children with medical needs have the same rights of admission to our setting as other children. Procedures will be put into place should the need to administer medications to pupils become necessary, using the DFE's Guidance on "Managing Medicines in Schools" (available on Teacher net):

### 3.7 RISK ASSESSMENTS

The Provision is expected to adopt and follow the guidance contained in the Council's Risk Assessment Policy Guidance HSP2. Risk assessment is the responsibility of the school's management at all levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities. Risks should be assessed in priority order and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically (at least annually), where there is a change in circumstances or following an accident. The Head of Provision is responsible for coordinating and ensuring risk assessments are carried out.

### 3.8 SCHOOL TRIPS/OFF SITE ACTIVITIES

The provision should follow the local Council's "Guidelines for Safety in Outdoor Education and on Educational Visits" and submit the required information to the Council's Outdoor Education Advisor relating to the activity, which must be approved by the adviser. The Educational Visits Coordinator in the provision is: Andy Dean. The Head of Provision and other line managers (where appropriate) will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety. This will ensure that appropriate training is delivered, and training records held. This training needs analysis will be reviewed on a regular basis or on the introduction of new legislation. The person responsible for identifying staff training needs is: Andy Dean.