



HEALTH & SAFETY POLICY

Reviewed	Sept 2024
Next review	Sept 2025

STATEMENT OF INTENT

In accordance with the Health and Safety at Work Act 1974, it is the policy of the Head of Centre, as the employer/controller of premises, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and to protect non-employees such as students, visitors, contractors and other persons at the centre from injury and ill health arising from any activities undertaken.

In compliance with health and safety legislation and regulations, the Head of Centre will ensure so far as is reasonably practicable that:

- adequate resources are made available to enable the effective implementation of this Policy and associated procedures
- advice is sought from competent persons on legal requirements for health and safety and on current best practice
- those with specific roles and responsibilities for health and safety will be engaged and empowered to successfully undertake their duties
- arrangements for communicating and consulting with employees and other relevant parties are implemented
- suitable and sufficient assessments are undertaken and recorded for all activities undertaken by the centre
- appropriate risk control measures and safe systems of work are developed and implemented
- appropriate procedures are adopted to monitor the successful application of this policy and associated procedures

The Head of Alternative Centre of Education is committed to playing an active role in the implementation of this policy and undertakes to annually review and revise it in light of changes in legislation, experience and other relevant developments.

This Health & Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

ORGANISATIONAL RESPONSIBILITIES

The Head of Centre

The Head of Centre, as the employer, has overall responsibility for Health & Safety. The Head of Centre will:

- nominate a member of staff to be responsible for day-to-day management responsibility for health and safety matters
- ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities
- ensure that a Health & Safety Policy and procedures are developed and implemented, following best practice guidance
- ensure that, where necessary, objectives and actions plans are developed to implement the Health & Safety Policy and associated procedures
- ensure that there is an appropriate forum where health and safety matters can be discussed, and strategic decisions made
- ensure that health and safety is monitored by the appointed committee so that legal and best practice requirements are met
- monitor, via reports, the overall performance of the school's health and safety management system
- ensure that the establishments Health and Safety policy and management system is reviewed regularly
- implement the requirements of this Policy and associated procedures for ensuring compliance with all health and safety legislation within the centre
- demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example
- ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the centre
- appoint persons to assist them with meeting the safety objectives, standards and checks detailed in this policy
- ensure all centre decisions (including new projects, procurement decisions, contractor selection, etc.) fully take into account health and safety considerations
- ensure that centre employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions
- ensure that health and safety is adequately resourced with both time and finances.
- ensure suitable persons are nominated to undertake key health and safety functions within the central and to ensure these individuals are adequately supported and suitably trained

The Nominated Health and Safety Officer

The Nominated Health and Safety Officer, in consultation with the Head of Centre, will be responsible for ensuring the day-to-day operational requirements of the Health & Safety Policy and associated procedures are implemented. The Health and Safety Officer will:

- maintain an up-to-date copy of the health and safety policy together with all associated documentation
- notify the Centre Manager of any health and safety concerns and any financial implications identified by the Risk Assessment process
- be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice
- liaise with and report directly to the Head of Centre, on all matters of Health and Safety
- ensure the day-to-day implementation of this policy and associated procedures
- ensure that all certification and statutory inspections are kept up to date
- establish and maintain safe working procedures and carry out regular health and safety assessments of the activities/premises for which they are responsible, and report to the Head of Centre any defects, which need attention

Educational Visits

The Headteacher will be responsible for all aspects of 'learning outside the Centre' and will ensure that health and safety forms an integral part of planning of trips. The Headteacher will;

- be responsible for managing educational visit in line with the learning outside the centre agenda
- work with staff to ensure that the aims of the educational visit are achievable and in line with those of the centre
- confirm that adequate risk assessments have been carried out
- confirm the leadership of the group is appropriate and provide mentoring and training to staff as necessary

Teachers and Personal Development Mentors

The health and safety of pupils in classrooms is the responsibility of teachers and Personal Development Mentors, and they are expected to:

- check that classroom areas and equipment is and remains safe and report any defects to the Health and Safety Officer
- give clear instruction and warnings to students, as often as necessary
- avoid introducing personal items of equipment into the Centre without authorisation from the Head of Centre
- follow the requirements of the Health & Safety Policy and working procedures
- complete classroom risk assessments/checklists as instructed by the Head of Centre

All Staff

All staff are expected to know the health and safety organisational responsibilities and arrangements to be adopted in the Centre. Employees have a duty to:

- co-operate with managers on health and safety matters and follow all requirements of the Health & Safety Policy and procedures
- take reasonable care of their own health and safety and others
- make suggestions to improve any aspect of health and safety
- report any local hazards that they become aware of to the Health & Safety Officer
- report incidents that have led to injury or damage, or near misses that may have led to injury or damage, and record such instances in The Accident Book

Visitors

The Centre will seek to ensure that visitors observe the health, safety and welfare rules of the Centre.

ARRANGEMENTS AND PROCEDURES

Management

Consultation & Communication

The Centre Manager will involve all staff including nominated representatives in the development of health and safety. There will be a regular program of staff briefing meetings where staff will be consulted on all areas of health and safety.

The Health & Safety Law Poster is displayed in the Kutchen area. Copies of the Health & Safety Policy and associated procedures are made available to all staff via the Staff Handbook and nominated Health & Safety Officer.

Staff Learning & Development

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 do their work in a safe and efficient manner.

Staff receive health and safety information during their induction and from the Health and Safety Officer. Regular updates are given as required and relevant information is displayed in the staff room in the centre.

Risk Assessing

The Head of Centre and Health and Safety Officer will be responsible for ensuring that suitable and sufficient risk assessments are completed for:

- The premises
- Fire (via external competent person)
- Premises security

A classroom risk assessment will be taken every term

The member of staff organising a trip will complete a risk assessment for each outside trip

Accident reporting and investigation

The Centre will keep on site records in an Accident Book

The Headteacher will investigate incidents reported by staff as necessary.

First aid and medications

The Centre will determine through an assessment, first aid requirements both for on-site activities and educational visits. The following arrangements are to be followed:

- Sufficient first aid trained staff will be available on-site in accordance with legal requirements
- First aid arrangements for off-site educational visits will be determined as part of the trips risk assessment
- All staff nominated to provide first aid or paediatric first aid will receive recognised training. Records of staff trained will be maintained
- Appropriate first aid material, equipment and facilities will be provided and located throughout the premises
- All equipment will be checked on a termly basis by the Head of Centre and Health and Safety Officer
- First aid arrangements will be made known to staff and students
- Where first aid treatment is given, suitable records will be kept

The Centre has developed a separate policy on the administration of medications, based upon good practice guidance from the Government.

Premises

Fire safety and emergency management

The Centre has in place a Fire Safety Policy and the Administrator will maintain a Fire Log Book. This will contain details of all training, fire drills, testing of alarm system, maintenance of fire related equipment etc. The following procedures are adopted:

- All staff will receive basic fire safety instruction and training at induction and then at regular intervals. The Centre Manager will deliver this training
- A fire risk assessment is completed by an external competent third party. This is reviewed on an annual basis
- Based upon the fire risk assessment, a fire detection and alarm system, emergency lighting and firefighting equipment will be installed and maintained
- The Head of Centre will ensure that contractors maintaining equipment are competent to do so
- Procedures for action to take in the event of a fire are developed in the form of a separate fire emergency plan. This is based upon best practice from the LFB
- The nominated Health and Safety officer will ensure that means of escape are well maintained and safe to use at all times the establishment is occupied

The premises will be kept in a state of good repair and efficient working order with particular attention on the following:

- The prevention of slips and trips by keeping flooring, surfaces etc free from faults, obstructions and substances
- Lighting will be well maintained so as to ensure occupants may observe any hazards and to enable them to undertake work activities safely
- Heating and temperatures will be maintained in accordance with legal requirements.

Premises security

The Centre will develop and adopt procedures for managing personal safety risks based upon safe premises, safe procedures and safe people. The following procedures are adopted:

- All points of access and egress to the centre will be secured so as to prevent unauthorised access to the Centre.
- The Centre will ensure that a procedure for the safe collection of pupils is developed and made known to all staff
- All staff will be made aware of the procedures to be followed if they suspect any person to be on the premises without permission
- All persons visiting the centre will be required to sign-in and wear an appropriate identification badge
- Visitors to the Centre who are not DBS cleared will be escorted by a member of staff at all times

Students with SEN

All pupils with special educational needs will be identified by the school SENCO who will complete a risk assessment based upon HSE good practice. This will form part of the student's care plan.

Curriculum

Classroom Safety

All Learning Mentors will be required to complete a classroom risk assessment every term and will ensure that the classroom remains safe throughout the school year.

Educational visits

The school has developed a separate policy and procedures in relation to educational visits based upon the 'Learning Outside the Classroom' agenda

REVIEWED 12th September 2024