



New Skill Centre

Health and Safety Policy

Health and Safety

Date	Review Date	Coordinator	Nominated Person
Jan 2020	Jan 2021	Director	Head Teacher

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation with Employees) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Education (school Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Equality Act 2010
- Toys (Safety) Regulations 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

We recognise our responsibilities under the above legislation to take all reasonable and practicable steps to:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school;
- provide a safe, clean and hazard free working environment;
- identify and reduce hazards to a minimum by making assessments of the risks to the health and safety of employees and others by looking at all operations, activities, jobs, tasks, people, systems,

machines and equipment in place so that we are able to determine whether or not we comply with Health and Safety Law;

- ensure everyone is aware of and understands their responsibilities but are aware that the maintenance of a healthy and safe school is the shared responsibility of the whole school community;
- introduce health and safety arrangements, health surveillance and procedures;
- provide health and safety information to school personnel;
- appoint competent persons to enforce and promote health and safety;
- provide health and safety training, instruction and supervision for all school personnel;
- provide safe access and egress;
- safe plant and equipment through regular maintenance and testing;
- safe use of materials and substances;
- ensure that all predictable risks have been identified and risk assessed for all curriculum activities such as art, design and technology, ICT, music, physical education and science.

To work with young people to ensure that their behaviours are appropriate and managed and students and staff are fully aware of managing behaviours and de-escalating situations. If behaviours become dangerous or are a risk to self or others, then appropriate interventions may be implemented.

We aim to develop a culture that distinguishes between real and imagined risk. We believe we cannot 'insulate our pupils from every bump, germ or bruise as this will limit their opportunity to take full advantage of the freedom of childhood and to explore the world around them.' (Amanda Spielman, Chief Inspector of Schools)

We wish to work closely with pupils and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.
- To provide a safe and healthy working and learning environment for all stakeholders.

- To have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities such as art, design and technology, ICT, music, physical education and science.
- To ensure that control measures have been put in place for all identified risks.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and up dated information for all school personnel.
- To identify and outline the responsibilities of the whole school community.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Proprietor

The Proprietor has responsibility for:

- delegating powers and responsibilities to the Headteacher for overseeing health and safety throughout the school and is responsible for the day to day running of the school;
- appointing a member of staff to be the Health and Safety Representative;
- ensuring the school has a current health and safety policy in place;
- delegating powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises;
- ensuring compliance with local and national health and safety policies;
- establishing appropriate committees in which to consult on health and safety matters;
- managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports;
- ensuring the organisation and arrangements of the school operate effectively;
- ensuring health and safety is on the agenda at Management Body meetings;
- engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the local authority, other relevant statutory bodies, Headteacher and Health and Safety Representatives.
- ensuring that the school complies with all equalities legislation;

- nominating a designated Equalities Person to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- ensuring this policy and all policies are maintained and updated regularly;
- ensuring all policies are made available to parents;
- the responsibility of involving pupils in:
 - determining this policy;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy
- nominated a designated person to:
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Proprietor every term;
 - the effective implementation, monitoring and evaluation of this policy.

Role of the Local Authority

As Commissioners, the local authority is responsible for:

- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
- providing advice and help to ensure schools comply with health and safety obligations and to achieve the required health and safety standards.
- undertaking periodic inspections in order to evaluate the health and safety performance of schools and to identify areas for improvement.

Role of the Headteacher

The Headteacher will:

- be responsible for the implementation of the school health and safety policy and to develop a culture of safety throughout the school;

- ensure compliance with all relevant legislation connected to this policy;
- be responsible for the day to day management of health and safety;
- be aware of and well trained in the requirements of all current health and safety legislation;
- establish high standards of health and safety throughout the school;
- have in place risk assessments for specific operations (where required), activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others;
- undertake risk assessments annually with the Health and Safety Representative and Site Manager;
- ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure medical and first aid procedures and facilities are in place;
- periodically report to the Premises, Health, Safety and Security Sub-committee;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- make effective use of relevant research and information to improve this policy and all other health and safety policies such as:

<ul style="list-style-type: none"> ▪ Accidents and Emergencies ▪ Administering Medicines ▪ Alcohol and Drugs Misuse ▪ Allergies ▪ Anti-violence, Aggressive and Anti-social Behaviour ▪ Asbestos ▪ Asthma ▪ CCTV ▪ Communicable Diseases ▪ COSHH ▪ Diabetes ▪ Display Screen Equipment ▪ Disposal of Nappies and Personal Protective Equipment ▪ E-Safety ▪ Ebola ▪ Educational Visits ▪ Electrical Safety ▪ Epilepsy ▪ Fire Safety 	<ul style="list-style-type: none"> ▪ Food ▪ Intimate Care ▪ Intruders ▪ Head lice ▪ Health and Safety in the Curriculum ▪ Health and Safety Inspections ▪ Health and Wellbeing of School Personnel ▪ Hygiene ▪ Lone Workers ▪ Management of Health and Safety Regulations ▪ Manual Handling ▪ Medical and First Aid ▪ New and Expectant ▪ No Smoking ▪ PAT Testing ▪ Photographic and Video Images ▪ PE Safety ▪ Positive Handling ▪ Premises Manager 	<ul style="list-style-type: none"> ▪ Reporting of Injuries, Diseases and Dangerous Occurrences ▪ Risk Management and Risk Assessment ▪ Road Safety ▪ Sick Child ▪ School Security ▪ School Toilets ▪ Sharps and Needles ▪ Slip, Trip and Fall Accidents ▪ Smoke Free School Environment ▪ Stress Management ▪ Sun Protection ▪ Swimming Safety ▪ Visitors and Contractors ▪ Voice Care ▪ Working at Height ▪ Worklife Balance ▪ Workplace Environment
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- provide leadership and vision in respect of equality;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure that the emergency evacuation procedure is carried out every term;
- have in place an emergency plan to cover any major incident;
- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan
 - an annual plan for Portable Appliance Testing
 - procedures to deal with asbestos and Legionella
- have in place an Educational Visits Coordinator to ensure the health and safety of all educational visits;
- ensure that new school personnel will undertake appropriate induction training;
- identify the training needs of school personnel, pupil and persons;
- ensure that established school personnel receive training when required;
- attend health and safety training;
- undertake regular health and safety inspections with relevant school personnel;
- undertake an annual health and safety audit;
- communicate to parents the health and safety procedures of the school;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents, visitors and Persons;
- report regularly health and safety matters to the Proprietor;
- annually report to the Proprietor on the success and development of this policy.

Role of the Senior Leadership Team

The Senior Leadership Team will:

- implement the school health and safety policy and to assist in developing a culture of safety throughout the school;
- assist in the day to day management of health and safety;
- ensure they are up to date with all current health and safety legislation;
- work with the Headteacher to ensure all stakeholders are aware of and comply with this policy.

General Manager

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Headteacher and Safety Representative;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct COSHH guidelines;
- ensure the water system is well maintained in order to prevent Legionnaire's disease;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes.

Role of the Health and Safety Representative (designated person)

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated Person;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Proprietor on the success and development of this policy.

Role of School Personnel

School personnel will:

- carry out their duties in accordance with this policy;
- co-operate with the Headteacher and others in school to comply with legislation;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Headteacher and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Bursar and Health and Safety Representative;
- follow safe work procedures;
- ensure classrooms and other work areas are safe before they are used;
- ensure all equipment is safe to use;
- ensure personal protective equipment is used when appropriate;
- be familiar with the fire emergency evacuation procedures of the school building;
- use all machinery and equipment in accordance with information, training and instruction received;
- make everyone aware of any work situation where there are serious and immediate health and safety risks;
- inform the Headteacher of any concerns regarding any health and safety procedures;
- ensure pupils:
 - wear appropriate clothing;
 - tie their hair back when undertaking art, D&T and science lessons
 - wear appropriate clothing and footwear in PE;
 - do not wear jewellery or watches during PE or swimming;
 - wear sun protection when taking part in summer PE field activities;
 - consume sufficient water to prevent dehydration during PE activities;
 - wash their hands before and after handling food;
 - tie their hair back when handling food;
 - follow hygiene protocols
 - sit correctly when using computers;
 - pupils are not affected by loud music.
- teach pupils about hazards, risks and control in science, design and technology, information technology, art and design, physical education and swimming so that risk awareness forms an integral part of their learning and development;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Headteacher or Deputy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of the Health and Safety Committee

The Health and Safety committee will:

- consist of the Headteacher, nominated Person, health and safety designated person, site manager, teacher representative and a pupil representative;
- meet every term to discuss all health and safety matters including the escalation of pupils behaviors including;
 - a) Violence is defined as any incident in which a person is physically or mentally abused, threatened or assaulted in circumstances relating to their work.
 - b) It is recognised that violence can often cause distress even when no physical assault has taken place and can cause serious problems.
 - c) As such, the New Skill Centre is committed to identifying causes of violent behaviour and taking suitable action by means of training and pre-emptive action to prevent situations escalating into violence incidents. The Senior Management are committed to support any member of staff or student who is subject to any form of violence and will take the necessary action to resolve situations and where necessary involve other agencies including the police.

Role of the Educational Visits Coordinator

The Educational Visits Coordinator will:

- ensure all educational visits comply with all current legislation and procedures;
- ensure risk assessments are in place for all educational visits.

Role of Pupils

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- to behave appropriately at all times and act in a responsible manner;
- to be aware of behavior deteriorates that measures will be taken to keep them and others safe;

- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the pupil voice forum;
- take part in questionnaires and surveys.

Role of Parents

Parents are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- speak with their children about health and safety;
- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Visitors and People Working on Site

Visitors and contractors are expected to:

- take reasonable care of themselves and others while on the school premises;
- co-operate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents.

Training for School Personnel

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:

<input type="checkbox"/> All aspects of this policy	<input type="checkbox"/> Manual Handling
<input type="checkbox"/> Health and Safety at Work	<input type="checkbox"/> Medical Conditions and Communicable Diseases
<input type="checkbox"/> Health and Safety in the Curriculum	<input type="checkbox"/> PE Safety Guidelines
<input type="checkbox"/> Identifying Hazards	<input type="checkbox"/> Physical Restraint
<input type="checkbox"/> Risk Management and Risk Assessment	<input type="checkbox"/> Risk Assessment
<input type="checkbox"/> Health and Safety - Responsibilities	<input type="checkbox"/> Security
<input type="checkbox"/> Accidents and Emergencies	

<input type="checkbox"/> Electrical Safety <input type="checkbox"/> Fire Safety <input type="checkbox"/> First Aid <input type="checkbox"/> Health and Safety in the Curriculum <input type="checkbox"/> Health and Well-Being <input type="checkbox"/> Lone Workers	<input type="checkbox"/> Slips, Trips and Falls <input type="checkbox"/> Violence in Schools <input type="checkbox"/> Working at Height <input type="checkbox"/> Work-life Balance <input type="checkbox"/> Equal opportunities <input type="checkbox"/> Inclusion
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- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Risk Assessments / Safe Operating Systems

- We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.
- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices
 - Monitoring, inspecting and reporting regularly
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.
- All of us have a legal responsibility for the safety of our colleagues.

Health and Safety Inspections

- A daily inspection is undertaken by the Office Manager who reports to the Headteacher.
- Weekly checks are undertaken by the relevant personnel.
- Annual inspection by the Person with responsibility for Health and Safety.

Reporting

- The Headteacher receives a daily report from the Office Manager.
- The Headteacher provides a termly report to the Proprietor.
- The Headteacher provides an annual report to the Local Authority upon request.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home
- reports
- information displays in the school.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the the Headteacher.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Proprietor for further discussion and endorsement.

Linked Policies

- First Aid Policy
- Risk Assessment policy
- Behaviour policy
- Safeguarding policy
- Fire emergency plan
- Fire Risk Assessment

