

HOPEWELL SCHOOL

Health, Safety and Welfare Policy

Hopewell School believes that the prevention of accidents involving personal injury or damage to property and the welfare of its employees is essential to the successful operation of the business, and it regards the health, safety and welfare of its employees as paramount.

Therefore, through this statement of intent the School will do all that is reasonably practicable to ensure the health, safety and welfare at work of all employees and others who may be affected by its activities at all its workplaces by provision of the necessary organisation, training, supervision and safe equipment.

It is the policy of the School to comply with the terms of the Health and Safety at Work Etc., Act 1974 and with subordinate health and safety regulations taking into account current Health and Safety Executive guidelines.

The School will, so as far as is reasonably practicable, provide:

- A safe place of work, with safe means of access and egress
- A safe working environment with safe tools, plant, equipment and safe systems of work
- Safe use, handling, storage and transportation of articles and substances.
- Instruction and training to staff in known safety hazards, safe systems of work and the use of any safety systems or safety equipment provided.

In addition the School will:

- Provide an organisation structure that ensures that this Health Safety and Welfare Policy will be implemented in full and updated as appropriate.
- Ensure there is effective communication with and co-operation of all employees in the operation of this Health Safety and Welfare Policy.
- Assess all significant risks to its employees and others to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.
- Strive for continuous improvement through regular monitoring of this Health Safety and Welfare Policy.
- Bring this statement to the attention of all employees and any other person who may be affected by the School's undertaking.

Health and Safety Management Organisation

Governing Body

The overall and final responsibility for the management of health and safety rests with Herman Allen, Chief Executive Officer of Holibrook House Limited and Hopewell School and he has delegated operational responsibility to Susan Mayo (Headteacher), who assumes the role of the responsible person for health and safety.

Responsible Person for Health and Safety

Susan Mayo is responsible for:

1. Ensuring only competent people are appointed to assist the School meet its statutory duties.
2. Ensuring that this Health, Safety and Welfare Policy is implemented in full within all premises occupied by the School and that its contents and philosophy are understood at all levels.
3. Ensuring the development of a positive health and safety culture within the School.
4. Ensuring that adequate time and resources are allocated by the School to health, safety and welfare issues.
5. Ensuring the School's premises and safe working practices do comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health, safety and welfare regulations.
6. Ensuring that all accidents and incidents are recorded and investigated and that any deemed reportable under RIDDOR are reported.
7. Reviewing the standards of performance of health safety and welfare in the School with the School's external Health and Safety Advisor and establishing any programs deemed necessary for improvement.
8. Ensuring the School's Disciplinary Policy if breaches of safe working practices occur is enforced.

Senior Management Team

The Senior Management Team has the following responsibilities:

1. Implementation of the requirements of this Health, Safety and Welfare Policy.
2. Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable.

3. Ensuring that all work equipment is maintained in a safe condition and receives regular inspection, testing and/or servicing as required by legislation or School policy.
4. Ensuring all employees receive adequate training to enable them carry out their duties safely.
5. Undertaking audits to ensure Managers and Deputies are complying with their health and safety responsibilities and ensuring that any corrective actions or improvements are implemented.
6. Ensuring the School's Disciplinary Policy if breaches of safe working practices occur is enforced.

Managers

Managers are charged with the day-to-day responsibility for the co-ordination and implementation of the Health, Safety and Welfare Policy.

They have the following responsibilities for the premises or areas of the premises for which they have operational responsibility:

1. Implementation of the requirements of this Health, Safety and Welfare Policy.
2. Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable.
3. Ensuring there is adequate supervision of all employees under their control to ensure that all safe working practices are adhered to.
4. Ensuring health and safety standards of contractors and visitors and that any contractor or visitor adhere to any laid down safe working practices.
5. Recording, investigating and reporting internally any accidents or safety related incidents involving employees or other persons and employee sickness arising from work related activities.
6. Ensuring that all work equipment under their control is in a safe condition for use.
7. Ensuring that only authorised hazardous substances are purchased and used within the premises.
8. Ensuring that all hazardous substances are stored correctly, only used for the correct application and that employees adhere to the safe working practices.
9. Ensuring that appropriate Personal Protective Equipment (PPE) is ordered, available, used, stored and maintained in good condition.

10. Ensuring any designated fire doors remain closed and that fire exit routes are not blocked or used for storage.
11. Ensuring that any work at height activity is adequately supervised.
12. Ensuring that adequate first-aid supplies and fire precautions are maintained including any requirements for testing the equipment.
13. Ensuring all new employees receive appropriate induction and ongoing training and that training records are kept up to date.
14. Ensuring the School's Disciplinary Policy if breaches of safe working practices occur is enforced.

Employees

All employees are held accountable at law not to commit acts in breach of safety legislation and they must not willfully and without reasonable cause, do anything likely to endanger themselves or others.

The responsibilities of employees are:

1. Familiarise themselves with the contents of the Health Safety and Welfare Policy and the arrangements for its implementation and at all times conform to them.
2. Observe safety standards and procedures at all times whilst engaged on their allocated duties and conduct them in a safe manner in order that they or other persons are not put at risk.
3. Conform to any safety instructions given by a more senior member of staff.
4. Undertake and follow relevant health, safety and welfare training provided.
5. Report to their Line Manager all incidents and accidents whether it involves employees, young people, equipment, property or other persons and whether or not a person has been injured and will assist as necessary in the investigation of accidents or dangerous occurrences.
6. Report to their Line Manger any hazard or defect affecting health, safety or welfare that in their view is unsafe.
7. Assist in the maintenance of good housekeeping standards.
8. Wear, use, maintain and store protective clothing and equipment (PPE) in accordance with the information, instruction and training provided.
9. Not use equipment or tools for which they have not been authorised.

10. Not to bring any personal items of electrical equipment onto the premises other than battery operated items unless it has been inspected and tested by a competent person (PAT testing).
11. Use, handle and store hazardous substances in the prescribed manner and in accordance with the information, instruction and training provided.
12. Co-operate in order that any legal requirement or obligation imposed by health and safety legislation may be complied with and to properly use the facilities and equipment provided for your safety, health and welfare and not to intentionally or recklessly interfere with them.

Contractors and Visitors

1. All visitors and contractors are required to sign in and out at reception.
2. All visitors and contractors are to be accompanied whilst on the premises or directed as appropriate by a responsible employee.
3. All visitors and contractors are to be provided with appropriate information about hazards they may encounter whilst on the premises and the emergency procedures in the event of a fire or accident.
4. All visitors and contractors are not allowed to bring any equipment, plant or tools onto the premises without appropriate evidence of its safety e.g. PAT testing of electrical equipment, statutory inspection documentation covering lifting equipment etc.
5. All visitors and contractors are not allowed to use any School equipment unless trained and authorised to do so.
6. All accidents and incidents are to be reported to the person responsible for them.
7. All contractors are required to provide suitable and sufficient Risk Assessments and Safe Systems of Work and their employees are required to follow the Safe Systems of Work covering the activities they are contracted to undertake including the use of any personal protective equipment (PPE) specified in the Risk Assessment.
8. No contractor shall undertake any hot work involving a naked flame or producing heat and/or sparks without the issue of a Permit to Work. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch applied roofing and welding.
9. No contractor shall undertake any live work on electrical systems without first having completed a Risk Assessment to determine it is reasonable to work live and a Permit to Work issued.

10. No contractor shall undertake any work on a roof or enter a confined space without the issue of a Permit to Work.

Health & Safety Policy Arrangements

Planning and Management of Health and Safety.

The management of the health and safety risk arising out of our work activities will be based upon risk assessment.

The findings of individual risk assessments will be recorded by the **Health and Safety Advisor** or the Senior Management Team and the Senior Management Team are responsible for the action necessary to remove or reduce risks to health or safety.

Any risks requiring significant spending will be reported to the Chief Executive Officer who will approve necessary action to remove or reduce risks to health or safety.

Risk assessments are to be reviewed annually or whenever the conditions of work, work activities or other relevant circumstances change.

Risk control systems and workplace conditions will be continuously monitored by the Senior Management Team and the Management Team who are responsible for ensuring any defects or other matters of concern are rectified.

In addition health and safety inspections of the workplace will be undertaken by the Health and Safety Advisor at agreed intervals.

Any defects or matters of concern arising out of these workplace inspections will be reported to the Head of HR immediately for appropriate corrective action to be taken.

This Health, Safety and Welfare Policy will be reviewed by **the Head of HR and Health and Safety Advisor** annually or whenever there is a substantial change in the workplace or work activities.

Senior management will review the management arrangements and risk control systems and establish priorities for any necessary remedial measures that may from time to time be identified through the processes of monitoring and review.

Information, Instruction and Training.

Comprehensible and relevant information will be provided on risks to health or safety identified through risk assessments and the preventative and protective measures taken to control them. The Health and Safety Law poster is displayed on the notice board at all premises.

If young persons are employed, their Manager will be responsible for ensuring they receive adequate training and supervision with the Management Team assuming this responsibility.

Induction training for new employees and temporary agency workers will be undertaken and in particular new starters and agency workers are made aware of:

- What to do in an emergency situation - fire for example;
- Where and from whom they may obtain first-aid assistance;
- Where the welfare facilities are located;
- The risks associated with the operation of the business and the control measures in place; and
- Where to go and who to ask for advice and assistance generally.

The training needs of all employees will be assessed against all identified work activities and suitable training agreed by their line manager which will be undertaken internally or provided by external training providers.

The School will maintain training records and will arrange refresher training where required by legislation or otherwise determined by monitoring employees actions. All training will be recorded and will be signed for by each employee.

Emergency Procedures in the Event of a Fire.

The School's primary concern is the safety of all our employees and other persons however the preservation of property is complementary and we recognise that our business can be diminished or seriously impaired following loss or damage to property.

The School recognises the primary tool in this process is the completion of a fire risk assessment which will be undertaken by a competent person.

The School will endeavour to comply with the general requirements of good fire protection. This includes the provision of a suitable means of raising the alarm, suitable fire exit routes with appropriate signage and maintained and tested fire fighting equipment.

The School will ensure an adequate number of trained Fire Marshals are provided at all premises.

All supply teachers are to be made aware of the academy's fire evacuation procedures.

Basic fire safety training is to be given to all staff and recorded. Staff are required to have refresher training at least annually.

All teachers are designated as fire wardens and will be responsible for the safe evacuation of their class.

There will be an evacuation drill performed at least once per term, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day. On occasions one of the exits will be blocked off to simulate a real fire situation.

Fire alarms are tested weekly and recorded in a log book, located in the Site Manager's office.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The fire alarm system is to be maintained by an approved and competent person on a regular basis, this is to include the emergency lighting system. All faults on the systems must be reported to the contractors immediately.

Fire signs must comply with the current standards.

Fire assembly points must be known to all.

The lightning conductor is to be checked by a competent person to verify that it is in a satisfactory condition.

All escape routes and fire exits are to be kept clear from any obstruction.

General Procedures in the Event of a Fire:-

Any person discovering a fire should: -

- Immediately raise the alarm.
- Ensure that the Fire Brigade is called immediately by dialing 999 and give the full postal address of the premises.
- Direct anybody in the area away from the fire and towards the nearest available fire exit.

On hearing the alarm, everyone is to evacuate by the nearest available fire exit. In exiting:-

- Do not - delay your evacuation to collect coats or personal belongings.
- Please - close any doors behind you as you leave the building.

Only attempt to fight the fire with a fire extinguisher if:-

- You have raised the alarm first.
- You have received training and are certain you know you have selected the correct type of extinguisher and you know how to use it.
- The fire is small and you can tackle it safely without risk to yourself or othersYour exit route is within easy reach and not in danger of becoming engulfed by the fire.

After evacuation, all persons are required to assemble at the designated assembly points notified during induction. No one is to re-enter any building until the fire brigade say it is safe to do so.

Contractors and Visitors – All employees are responsible to ensure that any contractor or visitor is aware of these procedures and ensure they evacuate when the fire alarm sounds.

Accidents, ill health and First-aid

The first-aid boxes are under the control of the designated first aid trained personnel, and are to be replenished as necessary.

The first aid trained personnel is responsible for taking charge of any person who may suffer injury or illness whilst at work.

If necessary, the emergency services will be summoned by the relevant first aid trained personnel.

All accidents and cases of ill health at work are to be recorded in the accident book, which is kept in the office.

Every accident or incident will be investigated immediately by the appropriate responsible Manager and any further risk control measures that may be recommended following analysis of such information will be authorised by senior management

Alcohol and Drugs

The School is committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work and with other persons.

This policy, which applies to all employees, aims to:

1. Promote the health and well being of our employees and to minimise problems at work arising from the effects of alcohol or drugs.
2. Identify employees with possible problems relating to the affects of alcohol or drugs at an early stage.
3. Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.
4. Consuming alcohol and taking of drugs in the workplace is prohibited by all employees, visitors, contractors and others and extends to within the site boundary including car parks and other external areas It is forbidden for employees to operate any work equipment including vehicles in an unfit state due to the influence of alcohol or illegal drugs and other substances that could impair their ability or to be in possession of illegal drugs whilst on School premises.
5. Any employee taking medicines or prescribed drugs under the direction of their Doctor, Dentist or Hospital Consultant must obtain their permission to drive road vehicles on School business whilst taking such medicines or prescribed drugs. Such permissions must be provided in writing to the line manager.
7. Employees wishing to take 'over the counter' medicines must first of all declare to the pharmacist their desire to drive road vehicles whilst taking the medication and must not do so if advised whilst taking the medication. In such instances employees are required to notify the line manager.
8. In any event all employees should read the leaflet provided with any medicine or prescribed drug prior to using work equipment or driving a road vehicle and if any doubt they should seek advice from a qualified medical practitioner or pharmacist.

Asbestos

It is the School's policy to ensure that our employees and other persons are not exposed to asbestos containing materials.

We have taken reasonable steps to determine that asbestos containing materials are not present within any of our occupied buildings.

Display Screen Equipment

Whilst it is generally recognised that the use of display screen equipment (DSE) can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The School will provide information and training to enable a fuller understanding of these issues.

In particular each DSE user will complete an assessment of their own DSE activities with any findings reported to the Head of HR.

The School will provide 'DSE Users' eye examinations when requested and where found necessary, corrective appliances i.e. VDU glasses at a reasonable cost.

Hazardous Substances

The School acknowledge that no substance can be considered completely safe and therefore everything reasonably practicable will be done to ensure that our employees and other persons are not exposed to substances potentially hazardous to their health.

Information will be obtained from suppliers of hazardous substances and suitable and sufficient Risk

Assessments will be undertaken by the Health and Safety Advisor.

The School will make relevant details available to our employees why precautionary control measures are sometimes needed. Where deemed necessary by the risk assessment personal protective equipment will be provided to employees.

Housekeeping

Poor standards of housekeeping often cause 'slips, trips or falls' and are consequently one of the most common causes of accident and injury at work.

The School recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and everybody is responsible for ensuring that all areas of the premises are kept free of slip, trip and fall hazards and a policy of 'clean-up as you go' will always be the preferred option.

The School acknowledges that it has a duty to ensure that a safe means of access and egress shall be maintained at all times.

Managers will ensure that all internal and external floors shall be maintained to avoid slips, trips and falls and to report any defects which they cannot rectify themselves.

Lighting

The School regards the provision of a safe and well-lit working environment as fundamental to health, safety and well being of our employees and all reasonable steps will be taken to ensure that lighting is adequate for the tasks at all times.

Manual Handling

Statistics show that poor manual handling is also one of the most common causes of injury at the workplace and these injuries often have long term effects.

The School policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide appropriate guidance to our employees on the measures that should be taken to ensure safe lifting and carrying.

Risk Assessments of the manual handling and lifting tasks deemed to be hazardous will be undertaken by the Health and Safety Advisor.

All employees will be provide with appropriate information, instruction and training to enable them to carry out manual handling tasks without injury to themselves.

Safety Signs

The School recognises the provision of suitable and appropriate safety signage assists in the management of risks associated with its activities.

The Health and Safety Advisor will assess the requirements throughout our operations for signage warning of a hazard, requiring a mandatory action, prohibiting an action, advising of first-aid assistance and fire safety.

All safety signs will comply with BS 5499 and the Health and Safety (Safety Signs and Signals) Regulations.

Smoking

The school is committed to complying with 'No Smoking' legislation and provide a safe and comfortable smoke free working environment.

Smoking by any employee within any workplace building, enclosed area or motor vehicle used for business is strictly prohibited.

Smoking by employees is only permitted outside the building or enclosed area in designated areas and spent smoking material is to be disposed of carefully away from combustible materials within the facilities provided.

Stepladders

Falling off stepladders is a common cause of accidents, and the School will take particular care to ensure that they are suitable for the task.

Assessments of work activities that involve the use of stepladders will be undertaken by the Health and Safety Advisor to determine they are the most appropriate type of equipment.

The School will provide employees with instruction, training and other information on how to use stepladders safely.

Stress

The School recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The School will identify all workplace stressors and the Senior Management Team will conduct risk assessments to eliminate stress or control the risks from workplace stress and will consult with employees on all proposed action relating to the prevention of workplace stress.

Young Persons

It is the School’s policy to carry out a Risk Assessment by the Manager before we employ young people (between the ages of 16 and 18), to ensure any risks are identified and addressed.

In particular the assessment will take into account:

The inexperience and immaturity of the young person.

1. Their lack of awareness of risks to their health & safety.
2. The type of work equipment they will be required to use.
3. Any hazardous substances they may be exposed to.

The School is aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Policy Reviewed on: 22nd November 2016

Policy Reviewed by: Susan Mayo

Ratified by Governors: *Date to be confirmed*