



B4L HEALTH & SAFETY POLICY

Weston Point College

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1. Introduction

At Weston Point College, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment
- Preventing accidents and any work-related illnesses
- Compliance with all statutory requirements
- Minimising risks via assessment and policy
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.
- Safe arrangements for the handling, storage and transportation of any articles and substances
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction

2. Responsibilities of the Directors and the Head Teacher

The Directors and the Head Teacher are responsible for implementing this policy within the school. They will:

- Monitor the effectiveness of the risk assessments and the safe working practices described within them and shall revise and amend them, as necessary, on a regular basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills and for the results to be recorded.
- Make arrangements (through induction and staff meetings) to draw the attention of all staff employed at the school to safety procedures.
- Make arrangements for the implementation of the school's accident reporting systems.
- Make arrangements for pupils to be informed of safety procedures.
- Arrange for the removal of any dangerous or broken items/equipment.

3. Responsibility of all Staff

Staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Exercise effective supervision over all those for whom they are responsible.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the Head Teacher of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Head Teacher.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher.

Please note: Whilst it is a management responsibility to instruct all employees in safe working processes in relation to their posts and workplaces, employees may find themselves in unfamiliar environments and situations. At these times staff should be particularly aware of hazards and whenever possible ensure they are accompanied by another member of staff.

Staff should be aware that Disciplinary Action may be taken if they are found to be in breach of Health and Safety and not following procedures.

4. Responsibility of Pupils

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of any member of staff, given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety

5. Local Arrangements

This section includes a range of hazards, for which Weston Point College will ensure suitable arrangements are in place to minimise the risk, as far as is reasonably practicable. A summary of additional policies, procedures or guidance is given overleaf:

Asbestos Management

- Weston Point College will take all necessary steps to avoid the possibility of uncontrolled release and exposure. The arrangements in place will be in accordance with statutory guidance and advice.

Water Safety (legionella)

- Sources of risk from legionella on the site should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

Fire Safety

- In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be put in place. These procedures will include fire drills, the appointment of designated fire marshals, and the provision and use of fire extinguishers. A fire risk assessment will be undertaken and implemented for the premises.
- The evacuation procedure will be prominently displayed. All staff must be fully conversant with the procedures for evacuation of the premises in cases of a fire and other emergencies. Evacuation procedures will be tested termly and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points, and records maintained. All emergency lighting will be tested six-monthly and records maintained.

First Aid

- First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Accident Reporting and Investigation

- All accidents, incidents and near misses involving students, staff and visitors will be reported to the Head Teacher and Directors to inform decisions on any further investigation to be taken following an accident/incident/near miss.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive. The responsibility for reporting rests with the Head Teacher and Directors.
- All accidents will be investigated in a manner which is proportional to the event, and the findings recorded.

Risk Assessment

- In accordance with The Management of Health and Safety at Work Regulations (MHSWR) 1999, suitable and sufficient risk assessment will be made for all workplace activities. These assessments will be signed and authorised by the Head Teacher. Risk assessments will be reviewed on a regular basis, or when the work activity changes; whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Areas where risk assessment shall be carried out include (but are not limited to):

- **Control of Substances Hazardous to Health (CoSHH)**
- **Manual Handling**
- **Working at Height**
- **Working in Confined Spaces**
- **Lone Working**
- **Display Screen Equipment (DSE)**
- **New and expectant mothers**
- **Young persons working**
- **Educational visits**
- **Stress**

Work Equipment

- In accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). It applies to all work equipment including mobile and lifting equipment, hand tools, ladders and applies to all workplaces and work situations where the Health and Safety at Work Act 1974 applies.

Hazardous materials

- Hazardous materials must be used and stored in accordance with the risk assessment and SSoW. It is important to ensure that materials are stored in a suitable and safe location that is not accessible by pupils.

Driving for work

- Those who drive for work (including the use of the school cars and any hire cars) must ensure they are authorised to drive on behalf of the school. Copies of driving licences will be taken, and the Weston Point College must be notified of any offences, penalty points or disqualifications. The school will produce a risk assessment for driving which must be adhered to. **NB: All journeys for official business, including transporting students, should be undertaken in the school vehicles unless it is an emergency or there is no other suitable vehicle available.**

Health

- Ensuring the health of our staff is important to us, we will ensure adequate provision for the health and wellbeing of our staff. Staff members who have health conditions that could impact on their work or health at work, are asked to confidentially inform the Head Teacher, who can then ensure adequate personal risk assessment.

Field trips and other site off activities

- All field trips and off-site activities will be subject to suitable and sufficient risk assessment, prior to the trip/activity.

Information and Training

- Health and safety induction training will be provided and documented for all new employees and the requirements of this policy will be brought to their attention. Training records will be kept by the Weston Point College and regular refresher training provided.
- Each member of staff is responsible for bringing to the attention of the Head Teacher their own personal needs for training. Employees have a responsibility not to undertake duties unless they are confident, they have the necessary competence and training.

Contractors, Visitors and Third parties

- All contractors, visitors and third parties must report to reception, where they will be asked to sign the visitor register. All contractors, visitors and third parties should be made aware of relevant health and safety procedures. No contractor may undertake work on site without permission from the Head Teacher.
- Contractors are responsible for the health and safety of their employees and for their safe working practices. Contractors will be required to assess the risks to anyone who might be affected as a result of their work.

COVID-19 Secure Risk Assessment

- This document was written in consultation with staff and derived from the "Safer Working" document dated 5 May 2020 and Government/DfE/HSE/PHE/LA guidance and is under constant review during the national pandemic. The full document can be found on the Bridge4Learning website:

<https://www.bridge4learning.org/wp-content/uploads/2021/01/covid-19-risk-assessment-final-september-2020-updated-4012021.pdf>

6. Policy review

This policy will be reviewed annually or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective

Issue Date: January 2021

Next Review Date: January 2022