



# HEALTH & SAFETY POLICY 2022 – 2023

Author:	Luton Borough Council / SLT
Approval Level:	Management Committee
SLT Review Date:	January 2022
Governance Review Date:	24 <sup>th</sup> February 2022
Governance Approval Date:	24 <sup>th</sup> February 2022
Review Cycle:	Annually
Next Review Date:	February 2023

## 1 **General:**

- 1.1 The Management Committee at ACE@The Hub notes the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 2000 (and all additional relevant legislation) The Employer is responsible for seeing that the Health & Safety Policy of their school is monitored and reviewed on a regular basis.

It is the duty of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

- 1.2 The aim of the Management Committee is, *"To provide a safe, healthy working and learning environment for staff, pupils and visitors."*
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Management Committee cannot prevent accidents or ensure safe and healthy working conditions. The Management Committee believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

The Management Committee will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in school-sponsored activities.

In their turn, employees have an obligation to:

- Take reasonable care of their own and others health and safety.
- Co-operate with their employers by following the school's Health & Safety Policy
- Carry out their activities in accordance with any training and instruction given.
- Inform the Employer of any serious risk in matters of health and safety

## 2: **The Duties of the Management Committee:**

- 2.1 The Management Committee will consult with the Headteacher in the implementation of its duties. It will:
- (a) Make itself familiar with the requirements of the Health and Safety at Work Act of 1974, in addition to the Local Education Authority's framework for Health and Safety and their structure for meeting the requirements of the Act both within ACE @ The Hub and for wherever it operates - even if this should be off site. Also other major health and safety legislation and codes of practices which are relevant to the work of the academy, including, particular the Management of Health and Safety at Work Regulations 1999.
  - (b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout ACE @ The Hub.

- (c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- (d) Identify and evaluate all risks relating to Accidents, Health and school-sponsored activities
- (e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) Create and monitor the management structure.
- (g) Have Health and Safety, and staff welfare as a standing Item on all meeting agendas

2.2 In particular the Management Committee undertakes to provide:

- (a) A safe place for staff and pupils to work including safe means of entry and exit
- (b) Plant, equipment and systems of work which are safe
- (c) Safe arrangements for the handling, storage and transport of articles and substances
- (d) Safe and healthy working conditions that take account of all appropriate:
  - statutory requirements
  - codes of practice whether statutory or advisory
  - guidance whether statutory or advisory
- (e) Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff pupils and others then the Management Committee will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to school-related activities, which they are carrying out. All training will be regularly updated.
- (f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- (g) Adequate welfare facilities

2.3 So far as is reasonably practicable the Management Committee, through the Head, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) Health and Safety policy
- (b) All other relevant health and safety matters
- (c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3: The Duties of the Head:**

3.1 As well as the general duties which all members of staff have (see 4.0), the Head will have responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the SLT, teachers and others as appropriate. The Head may delegate many of the functions to ensure the health and safety of all persons, however, the responsibility cannot be delegated.

- 3.2 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 3.3 In particular, the Head is expected to:
- (a) Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school
  - (b) Ensure at all times, the health, safety and welfare of the staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
  - (c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
  - (d) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
  - (e) Consult with members of staff, including the safety representatives, on health and safety issues
  - (f) Arrange systems of risk assessment to allow the prompt identification of potential hazards
  - (g) Carry out periodic reviews and safety audits on the findings of the risk assessment
  - (h) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
  - (i) Encourage staff, pupils and others to promote health and safety
  - (j) Ensure that any defects in the premises, its equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
  - (k) Encourage all employees to suggest ways and means of reducing risks
  - (l) Collate accident and incident information and, when necessary, carry out accident and incident investigations
  - (m) Monitor the standard of health and safety throughout the school - including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
  - (n) Monitor first aid and welfare provision
  - (o) Monitor the management structure, along with members of the Management Committee to ensure that all Health and Safety Policies and procedures are being adhered to by all staff, across all activities

*\* Health and Safety, Welfare and Safeguarding are standing items on all SLT meetings*

#### 4.0 **The Duties of the SLT:**

- 4.1 As well as the general duties which all members of staff have (see 5.0), the SLT have responsibility for the maintenance and development of safe working practices and conditions for their area of control and all related activities.
- 4.2 In particular, the SLT will:
- (a) Provide the Head and members of the Management Committee with information on how health and safety issues are being addressed within their area of control
  - (b) Ensure risk assessments are completed for all the significant hazards in areas under their control

- (c) Conduct regular inspections of the areas within their control and ensure hazards are removed promptly
- (d) Investigate accidents that occur in areas of their control looking for root causes and what action should be taken to prevent a recurrence
- (e) Disseminate information to all relevant staff and others who are affected by the work undertaken in their area of control
- (f) Supervise staff to ensure that appropriate health and safety measures are being followed and good practice is being carried out
- (g) Regularly discuss health and safety issues with staff
- (h) Identify health and safety training needs for their staff and arrange for them to attend suitable courses
- (i) Set a personal example

## **5.0 The Duties of all Members of Staff:**

5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (b) As regards any duty or requirements imposed on their employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

- (a) Be familiar with the safety policy and any and all safety regulations as laid down by the Management Committee
- (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) See that all machinery and equipment is adequately guarded, is in good and safe working order and not make unauthorised or improper use of plant, machinery and equipment
- (f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) Report any defects in the premises, equipment and facilities which they observe
- (j) Take an active interest in promoting health and safety and suggest ways of reducing risks.
- (k) Undertake all required Health and Safety, Welfare and Safeguarding related training
- (l) Set a personal example to pupils

## **6.0 Hirers, Contractors and Others:**

- 6.1 When the premises are used for purposes not under the direction of the Head, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.
- 6.2 The Head will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employment of the Management Committee, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Management Committee and that they will not without prior consent of the Management Committee:
- Introduce equipment for use on the school premises
  - Alter fixed installations
  - Remove fire and safety notices or equipment
  - Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work Act 1974.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his care from risk of injury.
- 6.7 The Management Committee draws attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- 7.0 Training:**
- 7.1 Training needs will be assessed every year by the Management Committee and adequate resources will be made available to ensure identified training needs are addressed effectively. The timescale for any training to be completed will be identified as part of the risk assessment process.
- 7.2 All staff are required to undertake annual Safeguarding, Fire Awareness and Health and Safety training and compliance with this is recorded via HR and overseen by SLT
- 7.3 Staff will have training needs identified through their appraisal and through meetings with their link SLT but can also pro-actively request training they feel is necessary in order to enable them to more effectively and safely carry out their job role via a request to HR / SLT.

## **8.0 Codes of Practice:**

- 8.1 In consultation with the Management Committee will approve (where necessary) codes of practice for the observation of safety requirements in school
- 8.2 From time to time the Department for Education (DfE), Local Authority (LA), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

## **9.0 Health and Safety Inspections:**

- 9.1 Competent persons must inspect and examine the premises and equipment at appropriate intervals. The information on this is kept in the Annual Health and Safety Status Return Form which is kept in the Site Manager's office. Copies of reports are to be kept for future reference purposes. Additionally, the following issues need to be considered:
  - Emergency electrical stop buttons - Examinations are arranged and records are kept by head of department.
  - Guards, safeguards and safety devices fitted to work equipment (including machines) - Examinations are arranged by the Site Manager and Subject Leader(s) and records are kept by them.

To this end there are annual inspections:

- o of the Property and Site carried out on behalf of the landlord (Luton Borough Council)
- o Fire signage, doors and equipment (Beds Fire Service)
- o Electrical equipment (private contractor)
- o Regular surveys and maintenance work carried out via Property Services (LBC)

The Site Manager will arrange for additional inspections and risk assessments to be carried out as and when required and will prioritise and organise remedial work as appropriate.

- 9.2 Subject Leaders are expected to carry out risk assessments and an inspection of their own areas of responsibility at least once per year. The written record of this work will be forwarded during the appropriate term to the Head and Site Manager.
- 9.3 There is a staff Health and Safety group which meets half termly to review progress on the identified action plan, to consider Health, Safety and Welfare issues relating to the site and staff and to review and provide critical oversight and learning from any incidents that have occurred.

## **10.0 Risk Assessment:**

- 10.1 The Head will ensure that risk assessments of the premises, methods of work and all school-sponsored activities, where there is a significant risk, are conducted annually (or more frequently, if necessary). This will identify all defects and deficiencies, together with the

necessary remedial action or risk control measures. The result of all such surveys will be reported to the Management Committee.

- 10.2 The Local Authority guidelines for Risk Assessment information are available on the LA website.
- 10.3 When necessary the ACE @ The Hub will then assess more specific risks, either arising from particular hazards or as identified by legislation, in accordance with later documents in this policy.
- 10.4 The legislation also requires the school to establish written procedures to deal with foreseeable situations that could present serious and imminent danger to those on the premises. Written evacuation procedures are therefore needed. Fire risk is the main matter to be considered and all evacuations will be conducted in accordance with the written instructions prepared by the Fire Officer. Procedures are required to be written, kept up-to-date and need to include statements on the responsibilities of individuals delegated to take action. All procedures will be well practised.
- 10.5 New and expectant mothers at work

A 'new or expectant mother' is a school employee who is pregnant, who has given birth within the previous six months, or who is breast feeding. The employee must have notified the school in writing that this is the case (but there is no statutory obligation for her to do so). Risks include those to the unborn child or child of a woman who is still breast feeding, not just risks to the mother herself

## **11.0 Crisis Plans**

- 11.1 The Head will ensure that a crisis or emergency plan is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - (a) save life
  - (b) prevent injury
  - (c) minimise loss

This sequence will determine the priorities of the crises plan.

- 11.2 The plan, appended, will form part of the Health & Safety Policy document and will be agreed by the Management Committee and be regularly rehearsed by staff and pupils. The result of such rehearsals will form part of the regular risk assessment and the outcome will be reported to the Board.
- 11.3 Fire alarm testing occurs weekly and unannounced evacuation drills are held at least termly
- 11.4 ACE provides an Emergency Business Continuity plan to the Local Authority which is reviewed annually

## **12.0 First Aid**

- 12.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents and the number of certificated first aiders will not, at any time, be less than the number required by law.



- 12.2 At the discretion of the Management Committee and through the Head other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The number of such trained but uncertificated first aiders will be determined by the Management Committee as that being sufficient to meet the needs of all foreseeable circumstances.
- 12.3 Supplies of first aid materials will be held at various locations throughout ACE @ The Hub. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 12.4 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. (LBC Evolve system in place for all activities, trips and events)
- 12.5 A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity to a level deemed as serious.

### **13.0 Review:**

- 13.1 The Management Committee will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.