



Hope School, College and Post 19 Provision.

Health and Safety Policy.

This is the Health and Safety policy for Hope School, College, and Post 19 Provisions.

Health and Safety is everyone's responsibility and we must all be continuously aware of both our own safety as well as the safety of others in everything we do.

Statement of Intent :

We are committed to establishing and implementing policies, strategies and procedures which will ensure pupils, students and trainees will be safeguarded whether or not they are on the premises and that the premises for which they are responsible are safe for visitors as well as young people and staff.

- The Health and Safety committee will meet a minimum of once a year and when necessary
- A weekly meeting with the Therapy services is undertaken
- Minutes and individual risk assessments are filed in the main office

Our Statement of general policy is;

- To ensure control of the health and safety risks arising from our work activities.
- To consult with staff on matters of health and safety
- To provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances, powered cleaning equipment and portable electrical appliances.
- To ensure that mandatory testing and inspections to meet current regulations are carried out
- To ensure safe handling, use, storage and transport of articles and substances.
- To provide adequate information, instruction and training to enable staff, pupils and students to carry out their work activities in a safe and healthy manner, enabling them to contribute positively to their own health and safety and that of others.
- To ensure all staff are competent to carry out their tasks
- To prevent accidents and cases of work-related ill health
- To follow school and college procedures for reporting of accidents to Head or Deputy.
- To ensure all staff and visitors(where appropriate) know and follow principles and practices re: fire evacuation, first aid and other emergency situations
- To provide and maintain safe and healthy buildings with safe access and egress, paying particular attention to the structure of the building, electrical installation, draining, glazing,

maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements.

- To provide and maintain a safe and healthy working environment with effective management of lighting, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation.
- To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities appropriate to all needs and accommodation for clothing and personal belongings.
- To maintain safe and healthy working conditions
- To review and revise this policy on an annual basis or sooner if necessary.

Equal Opportunities :

- Please refer to Equal Opportunities Policy

Responsibilities:

- The Governing Body in conjunction with information, procedures and Code of Practices as identified in the LA Safety Policy is responsible for setting out the overall policy.
- The Planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that all staff and employees at all levels fulfil their duties and apply all practices, policies and procedures.

The Headteacher is responsible for :

- Ensuring that staff, pupils, students, trainees and visitors (including contractors) adopt safe working practices and conduct themselves in such a way that they will not injure themselves or others Practices are in place to ensure all staff, new employees and supply staff are aware of all policies, practices and procedures.
- Reviewing the policy on an annual basis, adopting at Governors meeting highlighting any revisions/updates to all staff including issues documented in the School and College Development Plan
- Checking that Health and Safety requirements are implemented and keeping a record of periodic monitoring undertaken
- Ensuring staff, pupils, students, trainees and visitors have or know how to access a copy of the policy and any supporting documents
- Disseminating information received on Health and Safety matters to the appropriate people.
- Ensuring each member of staff's responsibility regarding health and safety is included in their job description.

- Ensuring Risk Assessments are undertaken as necessary
- Receiving and dealing with complaints about unsafe premises, equipment or work practices
- Ensuring Emergency Evacuation procedures are in place
- Ensuring that the requirements of the Fire Prevention and Environmental Health Officers are properly addressed
- Ensuring that adequate First Aid provision is implemented

The Governors are responsible for :

- Complying with their duties to make appropriate provision within the schools delegated budget and supporting Health and Safety within the organisation.

The Site Manager is responsible for :

- Overseeing the Health and Safety arrangements on site including the requirements under the Health and Safety Act 1974 to take measures to ensure that premises are safe and without risk to health
- Ensure that staff carry out their Health and Safety obligations including completion of Risk Assessment cycle
- Ensure all premises and equipment maintenance schedules and repairs are carried out in a timely manner
- Maintain a comprehensive record of maintenance schedules for equipment and premises
- Keep an up to date log of daily/weekly/monthly/annual maintenance and inspection
- Support in delivering findings from Health and Safety/Fire Audits

All staff are responsible for :

- Day to day Health and Safety compliance within their departments / areas / work environments ensuring they understand and comply with the requirements of relevant risk assessments and all health and safety measures are applied and adhered to, carrying out informal regular inspections and seeing that action is taken where needed
- Maintenance of equipment and general work areas
- Ensuring all accidents are reported to Head or Deputy who will ensure that specific accidents are reported and if necessary any appropriate strategies or further action taken to prevent recurrence

- The Health and Safety of themselves, their colleagues, pupils, students, trainees and visitors by complying with any duty or requirements imposed by Head and must not intentionally or recklessly interfere with, or misuse anything provided, in the interest of health, safety and welfare.

Training :

- Ensure all staff have accessed appropriate training.
- Site Manager and CPD lead are responsible for keeping records of training which has been undertaken and have systems in place for ensuring a rolling programme of refresher updates within prescribed limits
- Every member of staff is responsible for drawing attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence

First Aid :

- First Aiders at Work and Paediatric First Aiders names are clearly listed on notices boards around school and college
- First Aid at Hope School and College is administered in accordance with guidelines laid down by the Local Authority
- In the case of accidents requiring first aid, staff should report to a paediatric first aider and inform Head/deputy. In the event of a pupil going to hospital they will be accompanied by a member of staff until the parent/carer arrives. Parents are informed of any first aid administered either via phone call/ school communication system
- A record of all accidents will be completed by the First Aider and the witness which are then kept in the deputy's room.

Emergency Procedures :

- Please refer to [Fire Evacuation procedures and Emergency Procedures](#)

Accidents :

- All accidents must be reported to the Head or Deputy and detailed in the Accident Report Book

Medication :

- Please refer to [Administering Medication Policy](#)

Safeguarding and Child Protection :

- Please refer to Keeping Children Safe in Education 2018.

Statutory maintenance inspection/service periods :

Equipment / Inspection	Service Period
Fire Alarm Test	Weekly
Hoists and Lifting equipment inspection	2 x year
Hoists and Lifting equipment service	1 x year
Electrical Visual Inspection	Ongoing
Electrical recorded visual inspection	2 x year
Installation Electrical Inspection	Every 5 years
Portable appliance testing	1 x year
Legionella Testing	As per guidelines
Lighting	As per guidelines
Fire	As per guidelines

References :

This policy complies with the statutory requirements laid out in the [SEND Code of Practice 0-25 \(July 2014\)](#) and has been written with reference to the following guidance and documents

- [Equality Act 2010 : advice for schools DfE Feb 2013](#)
- [SEND Code of Practice 0-25](#)
- [Schools SEN Information Report Regulations \(2014\)](#)
- [Statutory Guidance on supporting pupils at school with medical conditions April 2014](#)
- [The National Curriculum in England Stage 1 and 2 framework document September 2013](#)

Other useful documents : (refer to website)

- [Safeguarding Policies – Keeping Children Safe in Education September 2018](#)
- [Admission Arrangements](#)
- [Administration of Prescribed Medication Policy](#)
- [Complaints Policy](#)
- [Anti-Bullying Strategy](#)

This policy will be reviewed on an annual basis