

Health and Safety Policy

Yorkshire and the Humber Co-operative Learning



Approved by: Finance & Personnel Committee **Date:** 19/01/21

Last reviewed on: 19/01/21

Next review due by: 19/01/22

AGENDA ITEM 7 - HEALTH AND SAFETY POLICY

1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Trust Board

The Trust board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Chief Financial Officer.

The Trust board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Yorkshire and the Humber Co-operative Learning Trust as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The committee who oversees health and safety is Finance and Personnel.

3.2 Headteacher/Head of School

The Head of School has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Head of School will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

3.3 Health and safety lead

The nominated health and safety lead is Keith Hodgett, Trust Site Manager.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

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
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils

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- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. 4. Site security

4. Security

4.1 All Staff

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the building should only be used in the event of emergencies and kept secure at all other times. Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

4.2 Out of Hours

In the event of an out-of-hours security breach, the designated monitoring company will ring the on-call phone and site will be attended by a caretaker, the caretaker will also call the police from them to attend at the same time. Plans are in place to notify the police directly and Trust staff.

5. Fire

5.1 Fire Procedures

Appropriate procedures for ensuring that safety precautions are properly managed are available to all staff and tested on a regular basis. These procedures will include fire drills and the use of fire extinguishers. **Individual school's** evacuation procedures are prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested **at least annually with a termly test done for more complicated evacuations.** The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

5.2 Fire Fighting Equipment

All firefighting 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.**

6. COSHH/PPE/Equipment

6.1 PPE

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site staff when required. Staff and student must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

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6.2 Equipment/COSHH

The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, e.g. lathes, kilns
- fixed gymnasium equipment

When new equipment is purchased, it is the responsibility of the departmental leader, with the assistance of the a senior leader as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department/ Facilities Management Office and catering for all cleaning materials.

7. Visitors to the Trust/school Sites/Controlling Contractors

7.1 Visitors

All visitors to the Trust will sign in at the receptions and appropriate pathway signage will be in place to guide them. Visitors will be collected from receptions by the member of staff concerned or escorted to the appropriate area of the school/academy. Whilst on site, all visitors and contractors must wear a visitor badge. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.

7.2 Contractors

No contractor may undertake work on a Trust/school site without permission from the Site Manager/caretaker other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism. A member of the site team will ensure appropriate induction procedures are performed. Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to schools/academies within the Trust.

Any contractor with a daily presence on site (e.g. catering) must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the school/academy by reporting to reception and wear appropriate identification

7.3 Lettings/community use

Hirers of the Trust premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking

8. Housekeeping

The Site Manager/caretaker will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas. All areas should be clearly marked where a potential slip or trip hazard has been risk assessed. The Site Manager will be responsible for rectifying any possible slip or trip hazard. The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

9. Visits

Educational trips and visits must be organised in accordance with the Educational Visits Policy using the EVOLVE electronic system.

10. Minibuses

Users of minibuses must be aware of and observe the following requirements within the Mini Bus Policy:

- The driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV, which will be checked by a designated member of staff before the bus is used
- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving license
- Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation
- When a charge is being made to passengers, the minibus permit must be displayed in the vehicle
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organization using the minibus (the Trust will decide upon the repairer to be used)
- Only one person per seat is to be carried
- Seat belts are to be worn by all passengers and the driver at all times
- The driver at the time when an offence was committed, is responsible for payment of fines incurred
- A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Trust reception

11. Drugs and Alcohol

11.1 The Trust's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

11.2 Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Head of School. This information will be treated in the strictest confidence. The Trust will endeavor to offer any assistance available at the time.

11.3 Employees must not attend work whilst under the influence of alcohol or drugs.

11.4 Employees must not consume alcohol or drugs on the premises.

11.5 Employees must not return to work after lunch breaks under the influence of alcohol or drugs.

11.6 Consumption of alcohol in breach of this policy is a dismissible offence.

12 Smoking Policy

The Trust acknowledges that second hand tobacco smoke is both a public and work place hazard and have therefore adopted a 'No Smoking Policy'.

12.1 The policy seeks to:

- guarantee a healthy working environment and protect the current and future health of employees, students and visitors
- guarantee the right of non-smokers to breathe in air free from tobacco smoke

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- to comply with health and safety legislation and employment law
- raise awareness of the dangers associated with exposure to tobacco smoke
- take account of the needs of those who smoke and to support those who wish to stop

12.2 Restrictions on Smoking

Smoking is not permitted in any part of the premise including all outside areas

12.3 Visitors

All visitors, contractors and service companies are required to abide by the No Smoking Policy. Staff members are expected to inform visitors of the No Smoking Policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk

13 Display Screen Equipment

A specific assessment will be carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

The following procedures will be followed:

13.1 'Users' of display screen equipment shall be individually identified by the Head of School/Business Manager who will be responsible for collating self-assessment forms and assisting where necessary.

13.2 The Head of School/Business Manager shall ensure that all 'users' have received sufficient instructions to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foots rests, blinds, etc. Particular attention should be given to minimising reflection and glare.

13.3 'Users' shall be entitled to request and appropriate eye and eyesight test. Where 'special' corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Trust.

14 Vehicle Movement

Users of vehicles on the Trust sites should do so with due care and attention to staff, students and visitors. Vehicle movement on the Trust sites should be kept to a minimum where possible. Deliveries and collections should be made to the signed areas. Vehicles should be appropriately segregated and park in the bays provided. Senior Leadership and pastoral/designated staff will be on duty to monitor the traffic arrangements on sites at the start and end of the day.

15 Manual Handling

Staff and students are trained in handling loads appropriate to their activities. The Trust will make every effort to ensure injury from manual handling activities is removed or reduced to a minimal level. Work activities will be suitably organised, and information and training will be made available to ensure risk of injury is reduced. If an employee is identified as requiring manual handling training they should be referred by their Line Manager to the Health and Safety Manager who will organise the appropriate training.

16 Stress

16.1 The Trust will provide guidance to managers to help identify the symptoms of stress at an early stage and assist to use various support mechanisms. The Trust seeks to eliminate stressful working conditions by ensuring the culture and climate is created in which employees are valued and involved. Training is available to all employees to help them deal effectively with stress management at work and understand their roles in the procedures.

16.2 The Trust provides an occupational health service to assist any employees with any health related issues they may encounter within the workplace. In some circumstances, it may be appropriate for stress related health issues to

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be referred to this service.

17 Violence

17.1 In an organisation as large and diverse as The YHCLT, some employees may be exposed to potentially violent or threatening behavior in the course of their duties. However, employees are not expected to accept violence as part of their normal work activities.

17.2 The Trust will not accept or tolerate violent, shouting or threatening behavior towards its staff and takes preventive action to minimise such risks through behaviour control systems, environmental design, work procedures, risk assessments, instructions or formal training.

17.3 All violent incidents should be reported immediately to a member of the Senior Leadership Team. Incidents will be investigated, reported and acted upon, taking all appropriate legal action possible. The disciplinary procedures will be used where violence occurs between employees.

17.4 Any staff that experience violence will be supported via management and counselling services. The Trust also works in partnership with the police and other agencies to identify assailants and distribute information

18. Links with other policies

This health and safety policy links to the following policies:

- First aid (local)
- Risk assessment (local)
- Supporting pupils with medical conditions (local)
- Accessibility plan (local)