Health and Safety Policy

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This document is based on the Herefordshire County Council model health and safety policy. Under the Health and Safety at Work Act 1974, it is the duty of an employer to have an up-to-date written statement of health and safety.

Adapting the model policy demonstrates compliance with the LA’s Health and Safety Policy as well as with all statutory duties.

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| Statement of Intent |

Hereford Learning Hub strives to achieve the highest standards of health, safety and welfare consistent with their responsibilities for all staff, learners, volunteers and visitors under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the HLH’s organisation and arrangements for dealing with the different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of HLH staff and volunteers via the HLH website and in the HLH health and safety file on the HLH system - Shares: google drive. This is communicated to staff through induction for new staff and consistently displayed on the health and safety board near the staffroom. Staff are also reminded of this on annual health and safety training.

This policy statement and the accompanying organisation and arrangements will be reviewed annually. This policy statement supplements Herefordshire County Council's (HCC) Health and Safety at Work and other health and safety related policies which are published on the HLH website

# This Health and Safety Policy is agreed and signed by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Head Teacher | **Zoe Rose** |  | Date |  |
|  |  |  | Date |  |

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| Responsibilities |

At a HLH level duties and responsibilities have been assigned to staff as detailed below.

Overall responsibility for the day-to-day management of health and safety in accordance with the LA rests with the Head teacher. The Head teacher has responsibility for:

* Co-operating with the LA to enable health and safety policy and procedures to be implemented and complied with.
* Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
* Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
* Reporting to the LA on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
* Ensuring that the premises, plant and equipment are maintained in a safe and service able condition.
* Reporting to the LA any significant risks.
* Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
* Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
* Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications &contract conditions.

Whilst overall responsibility for health and safety cannot be delegated. The Head teacher may choose to delegate certain tasks to other members of staff. Zoe Rose (Head Teacher) oversees health & safety.

Potentially dangerous Health and safety issues must be raised to the Head teacher immediately by all members of staff. It is the responsibility of Head teacher to ensure that urgent issues are acted upon immediately. The Head teacher has responsibility to ensure compliance with all health and safety matters in a safe and correct manner. The Head teacher will also ensure contractors conduct work safely in accordance with Hereford Learning Hub’s safeguarding procedure. The Head teacher will also commit to training on COSHH, Asbestos and Legionella, ensuring cleaning staff perform their duties following their example and guidance.

**Staff Responsibilities**

Under the Health and Safety at work Act etc 1974 all staff have general health and safety responsibilities. All staff are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All staff have responsibility to:

* Take reasonable care for the health and safety of themselves and others in undertaking their work.
* Comply with the HLH’s health and safety policy and procedures at all times.
* Report all accidents and incidents in line with the reporting procedure
* Co-operate with HLH management on all matters relating to health and safety.
* Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
* Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager or the Health and Safety Liaison Officer.
* Ensure that they only use equipment or machinery that they are competent / have been trained to use.
* Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

# Review of Policy

* Hereford Learning Hub ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
* The Health and Safety Policy is reviewed annually / amended upon any change.
* The policy is communicated to all staff (teaching and support staff) and is linked to the induction of all new staff.
* The policy is published on the HLH’s website. Staff are reminded to read this.

Risk Assessments

**General Risk Assessments**

The HLH conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by **Zoe Rose** who writes the majority the HLH risk assessments following guidance contained in the Education Health and Safety Manual and are approved by the Head teacher. Risk assessments are available for all staff to view either at the risk locations, (these are also held centrally in the office) or on the network system – teachers / leads reminded via email of the location. Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work. Class teachers are trained / reminded about risk assessment during internal health and safety training (annually). **Class teachers** write class specific risk assessments relating to their classroom, current learners and activities throughout the HLH year. These are signed off by Zoe Rose.

# **Support**

**Zoe Rose** can provide support or training to class teachers in writing risk assessments

# **Specific Learner Risk Assessments**

Specific assessments relating to learners will be undertaken by **ZR / class teachers/leads** / the LA. All staff involved in learners with risk assessments should be fully aware of the risk assessment.

# **Curriculum Activities**

Risk assessments for curriculum activities (where appropriate) will be carried out by **ZR/teachers** using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

# **Contractors Risk Assessments**

The Head / Business Manager will oversee and seek risk assessments relating to contractors.

# Secondary

* [BS 4163:2014 Health & Safety for Design and Technology in HLHs and Similar Establishments- Code of Practice]
* Safe Practice in Physical Education, HLH Sport & Physical Activity 2016’ Association of PE ‘AfPE’ <http://www.afpe.org.uk/>

# Primary

* [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ] ISBN ISBN 978-0-86357-426-9]
* [Safe Practice in Physical Education and HLH Sport’ Association of PE ‘afPE’ <http://www.afpe.org.uk/>]

# Educational Visits

All visits and trips will be arranged by the Zoe Rose/Head Teacher.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the HLH’s Educational Visits Co-Ordinator (ZR), who will check the documentation and planning of the trip and if acceptable initially approve the visit.

For all educational visits the HLHs **Educational Visits Policy** is followed which ensure appropriate risk assessment are completed and signed off by Zoe Rose/Head teacher.

Risk assessments are completed by the class teachers / leads and signed off by Zoe Rose for any ‘off-site’ visits, this includes local walks.

Forms relating to going ‘off-site’ are kept in reception. Class teachers / leads must ensure these are completed correctly.

All pupils attending the trip, must wear a high vis jacket. The trip/visit must be discussed with parent and the appropriate safety instructions followed. Specific actions may need to taken according to individual pupils i.e. linking arms across the road.

# Early years

Any learners classed as ‘Early Years’ must have a qualified paediatric first aider in attendance for any offsite visits.

# Health and Safety Monitoring and Inspection

Hereford Learning Hub takes a ‘proactive’ approach to monitoring and internal audits. A general inspection of the site will be conducted termly - 6 monthly and be undertaken / co-ordinated by **The Head teacher / Zoe Rose**. HLH checks include classrooms, offices, outside play equipment and boundary check.

Area checks are performed by Zoe Rose – this involves a walk around in the classrooms and outside area classrooms. Staff are consulted during the checks.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the head teacher.

Responsibility for following up items detailed in any safety inspection reports will rest with the **Head teacher.**

# Play Equipment

* Internal termly outside play equipment checks in place, filed and any defects reported.
* Staff are taught to visually check play items prior to use and report any defects
* All play equipment is checked by an external company annually (reports filled)

Hereford Learning Hub Staff are trained, taught and actively encourages all staff regardless to their role to monitor their area and report defects.

# Classrooms

Teachers complete an annual **Classroom H&S Checklist** – which allows them to completely look at their room through ‘health and safety eyes’. A copy is filed in their class health and safety files with a copy going to **Zoe Rose** for review**.** Teachers should discuss and include their team when completing this form. A new Classroom H&S Checklist is completed upon a change in the room or teacher.

# FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The **Head teacher / Zoe Rose** is responsible for ensuring the HLH’s fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual.

The fire risk assessment is located in the HLH’s fire logbook (in staffroom) and will be reviewed on an annual basis, located on the HLH website for staff to read and included in the induction process.

Fire and emergency evacuation procedures are detailed in the staff handbook and visitors pack and emailed out to all staff upon any updates. This training is supported by regular drills.

Evacuation procedures are also made available to all contractors / visitors. All classes have class specific evacuation procedures. Class Leads / Teachers write a **Class Fire Action Plan** this identifies any specific potential risks within their class relating to day-day operations or learners. Fire Action notices are displayed at class doors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. Emergency contact and key holder details are maintained by Zoe Rose and updated to the LA.

# Fire Drills

Fire drills will be undertaken termly and results recorded in the fire logbook.

# Fire Fighting

Staff must ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment. Staff are made aware of the type, location of portable firefighting equipment and receive basic awareness, instruction in its correct use at induction and health & safety inset training.

Details of service isolation points (i.e. gas, water, electricity) - see HLH map. Details of chemicals and flammable substances on site.

An inventory of these will be kept completed by **Zoe Rose**

A new fire alarm system was installed August 2024

**Zoe Rose** is responsible for ensuring that the HLH’s fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in reception.

# Fire Alarm system

Fire alarm call points will be tested weekly in rotation. This test will occur each week.

# **Fire Fighting Equipment**

Weekly in-house checks that all firefighting equipment is available for use and operational and for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **Secure Fire Services**.

# **Means of Escape**

Zoe Rose performs regular daily checks for any obstructions on exit routes and ensures all doors are operational and available for use when opening up the setting.

# First Aid and Medication

**Zoe Rose** over-sees first aid. **Zoe Rose has attended**

**Emergency Paediatric First Aid – 1 day course (6 hours)** - Ofqual accredited and valid for 3 years.

First aid qualifications remain valid for 3 years. **Zoe Rose** will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

# First Aid Boxes

All first aid boxes are located in each class.

First aiders to monitor their first aid boxes as an on-going basis and replenish any used or out of date items. Recorded checks of all contents are documented annually, with any missing or out of date items replenished. These include class travel kits and those on minibuses and 7/9 seaters.

# Administration and Medicines

Medication will be administered to learners in accordance with the DfE document: Supporting pupils at HLH with medical conditions. Detailed arrangements in separate policy.

No member of staff will administer any medication (prescribed or non-prescribed) to learners under the age of 16 without a parent’s written consent except in exceptional circumstances.

# First Aid and Medication

Zoe Rose is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. All non-emergency medication kept in HLH are securely stored [e.g. lockable cupboard in the medical room, refrigerated meds kept in clearly labelled container within fridge in the medical room] with access strictly controlled.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the medical room and clearly labelled. Under no circumstances will medication be stored in first aid boxes.

# Emergency Medication

HLH will contact 111, 999, doctors and parents if a pupil is in need of emergency medical attention.

# Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the HLH with up-to-date information regarding their child’s health care needs and providing appropriate medication.

IHCPs are in place for those learners with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the learner (where appropriate), parent/carer, HLH and relevant healthcare services. These plans will be completed when child enrols / on diagnosis being communicated to the HLH and will be reviewed annually by HLH.

All staff are made aware of any relevant health care needs, copies of health care plans are available in the staff room. Staff receive appropriate training related to health conditions of learners and administration of medicines by a health professional as appropriate.

# Accident Reporting Procedures

**Accidents to staff**

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the accident reporting system in the staffroom. Forms can be accessed in the folder in the hall and passed to ZR to file.

# Accidents to learners and other non-staff (members of public/visitors to site)

A local accident book (in reception) is used to record all minor incidents to non-staff, more significant incidents as detailed below must also reported to HCC using the online accident reporting system.

* Major injuries.
* Accidents where significant first aid treatment has been provided.
* Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
* Accidents arising from premises / equipment defects.

Accidents to learners are recorded through the filing system, this ensures senior staff are notified quickly and that we keep an accurate record, including body maps if necessary.

All major incidents will be reported to Zoe Rose

Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the LA as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

# Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring. The Head is responsible for this.

* A learner or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
* Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E’s and holidays).

**Any incident notified to the HSE must also be reported to the LA’s Health and Safety Team.**

# Communication of Information

Detailed information on how to comply with the LA’s health and safety policy is given in the Education Health and Safety Manual, which is available for reference via the Grid.

The Health and Safety Law poster is displayed in corridor next to the staff room. The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VCHLHs.

# Health and Safety Training

All staff will be provided with:

* a copy of and induction training in the requirements of this policy;
* update training in response to any significant change;
* training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and refresher training where required.

Any new instructions or restrictions will be communicated to all staff via email. Any other relevant information will be displayed on the HLH health & safety board near the staff room.

Training records will be kept in reception by the person who is responsible for co-ordinating training records and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits. The Head teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head teacher's / line manager’s attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

All staff complete internal Health and Safety training, arranged by **Zoe Rose.**

This includes requirements set out by county and within this document. PowerPoints of training delivered is filed. Specific areas are addressed to vary the training and highlight areas of concern throughout the year in more detail.

# Personal Safety and Lone Working

The HLH believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the head teacher. The HLH will work in partnership with the LA and police where inappropriate behaviour / individual conduct compromises the HLH’s aims in providing an environment in which the learners and staff feel safe.

# Lone Working

Staff are encouraged not to work alone in HLH. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone. Staff working outside of normal HLH hours must obtain permission of the Head teacher. Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc. Zoe Rose has her mobile on them whilst working throughout HLH.

Lone working risk assessments are in place and emailed to relevant staff and in the Site Team health & safety folder

# PREMISES AND WORK EQUIPMENT

**Curriculum Areas**

Statutory inspections Regular inspection and testing of HLH equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Technician’s room and dealt with by **Zoe Rose** who will keep records of defective equipment.

**Zoe Rose** is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified. Relevant risk assessments conducted where required by **Zoe Rose** or class teachers / leads or SLT as appropriate. Equipment restricted to those users who are authorised / have received specific training is the plant room and boiler room. All staff are required to report to **Zoe Rose** (as appropriate) any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair /disposal.

# Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to **Zoe Rose**

All portable items of electrical equipment will be subject to formal inspection and testing Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). This is completed as annually as possible at Hereford Learning Hub. All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

Personal items of equipment (electrical or mechanical) should not be brought into the HLH without prior authorisation and must be subjected to the same tests as HLH equipment.

# External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and **Zoe Rose** will conduct a formal termly inspection of the equipment with another member of staff. PE and Play equipment is subject to an annual inspection by an external company. Details of all play equipment is kept to ensure items are not missed.

# Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to **Zoe Rose** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to staff who must follow the instruction given when carrying out the task.

# Paediatric Moving and Handling

All moving and handling of learners has been risk assessed and recorded by a competent member of staff.

ties cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to staff authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders

[http://www.hse.gov.uk/pubns/indg455.htm.](http://www.hse.gov.uk/pubns/indg455.htm)

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual’s role e.g. site staff, drama, ICT technician etc.

The establishment’s nominated person(s) responsible for work at height is the **Head teacher**

The nominated person(s) shall ensure:

* all work at height is properly planned and organised;
* the use of access equipment is restricted to authorised users;
* all those involved in work at height are trained and competent to do so;
* the risks from working at height are assessed and appropriate equipment selected;
* a register of access equipment is maintained and all equipment is regularly inspected and maintained and any risks from fragile surfaces is properly controlled.

A working at height risk assessment is in place and readily available for staff. It is also located in the Site Team Health and Safety File in reception.

# Display Screen Equipment (DSE)

All staff who use computers daily, as a significant part of their normal work *(significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the Education Health and Safety Manual

Specific health & safety hand-out tailored to the admin team created, consulted with & handed out. All admin staff have an individual DSE risk assessment – completed annually.

# Learner’s arrival to HLH/Parents dropping off

* Parents are to park on the street before entering HLH.
* Message when arriving
* Staff will come and meet you at the door
* No parents allowed in unless pre-arranged with HLH

# Stress /Wellbeing

The HLH and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC’s management standards.

Detail systems in place within the HLH for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak to head teacher / senior management, membership of an Employee Assistance Programme.

**Zoe Rose** oversees this area.

Hereford Learning Hub has a Wellbeing Policy & a ‘Well-being Team’ that staff can go to. Hereford Learning Hub’s qualified Mental Health First Aider is: **Zoe Rose**

Staff have been informed of locations of support

# HLH Swimming

**Swimming at a public pool**

A planned off site visit in line with the HLHs policy. Using: **Pencombe Pool** in **Pencombe, Bromyard**.

The HLH will obtain a copy of the pool’s PSOP (Pool Safety Operating Procedures) which identify the normal operations and emergency procedures for the host pool.

In addition the HLH will obtain assurance over: The level of training of the swimming teacher(s), learner / swimming teacher ratios, rescue / lifeguard provision provided