



LEARNING OPPORTUNITIES

HEALTH & SAFETY POLICY & PROCEDURES

Contents

Page Number

2. COVID 19 Update
4. Introduction
Health & Safety General Policy Statement
5. Health & Safety Management Structure
7. Health & Safety Management Responsibilities
9. Training
10. Staff Wellbeing
Monitoring & Review
Conclusion

The Health & Safety Policy & Procedures Policy has been written and approved by a team with a range of experience, and will be reviewed annually.

Date Created: January 2015

Previous Review Date: January 2022

Next Review Date: January 2023

Proprietor: Lesley Buss

Head Teacher: Simon Graydon

Health & Safety Officer: Kevin Dunk

This policy should be read in conjunction with Learning Opportunities Health & Safety Policy & Procedures Manual, which sets out the general arrangements and standards affecting the whole school, Employee Health & Safety Handbook, & Risk Assessment policy.

The health, safety and welfare of all the people that work or learn at Learning Opportunities are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are fully supported.

COVID-19 UPDATE

The overarching objective of our policy is to maximise the number of students receiving face-to-face education and to minimise any disruption, in a way that best manages the COVID-19 risk.

This update is based on:

- DfE Schools COVID-19 Operational Guidance January 2022. This includes public health advice, endorsed by the United Kingdom Health Security Agency (UKHSA). This advice remains subject to change as the situation develops.
- DfE Contingency Framework January 2022

Learning Opportunities will regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in our school and the public health advice changes.

In accordance with the changes to previous advice:

- We will no longer keep students in consistent groups ('bubbles'). We will continue to monitor the situation and should it become necessary, we will reintroduce 'bubbles' for a temporary period. This decision will not be taken lightly and will take account of the detrimental impact such a change could have on the delivery of education.
- As a school, we will no longer be expected to undertake contact tracing - this will be undertaken by NHS Test & Trace. Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.
- Face coverings are no longer advised for students, staff and visitors.

Learning Opportunities will consider taking extra action:

- to help manage a COVID-19 outbreak within the school
- as part of a package of measures responding to a variant of concern (VoC) or in response to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

If this becomes necessary, we will take account of DfE guidance contained within the 'Contingency framework: education & childcare settings' January 2022.

Learning Opportunities current contingency plan describes what we will do if students or staff test positive for COVID-19, and how we would operate if we were advised to reintroduce any measures to help break chains of transmission.

Learning Opportunities Contingency plan covers:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures in place

For each control measure we include:

- actions we would take to put it in place quickly
- how we would ensure every student receives the quantity and quality of education and support to which they are normally entitled
- how we would communicate changes to students, parents / carers and staff

We will use the following thresholds as an indication for when to seek public health advice:

- 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Should we reach a threshold, we will review and reinforce the testing, hygiene and ventilation measures already in place. In addition, we will consider:

- whether any activities could take place outdoors
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focusing on touch points and any shared equipment

As a school, we will continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Advice for school's states that staff and secondary school students should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.

Those formerly considered to be clinically extremely vulnerable

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk **are not being advised to shield again.**

Students previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a student may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.

In most cases, parents and carers will agree that a student with symptoms should not attend the school, given the potential risk to others. If however they insist on their child attending,

we may take the decision to refuse the student if, in our reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. In such cases, we will ensure that our decision is carefully considered in light of all the circumstances and current public health advice.

Risk Assessments

Learning Opportunities acknowledge that the risk from COVID-19 cannot be completely eliminated, but will do everything reasonably practicable to minimise the risk to students, staff and visitors. This will include undertaking a risk assessment to identify the measures needed to reduce the risks. The results of risk assessments will be shared and made accessible to all.

This policy will be reviewed and revised as necessary in response to changes in legislation or guidance on methods of working. Staff, students, parents / carers, visitors and contractors are all required to cooperate with us in making this policy work.

INTRODUCTION

The Proprietor of the school acknowledges their responsibility under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for all staff, students and other people who come onto the premises.

The Proprietor will take all reasonably practicable steps within their power to fulfil this responsibility. They will operate within the structure and framework as detailed in the School Health & Safety Policy and Procedures Manual, and will where reasonably practicable apply all health and safety instructions and advice issued by enforcing bodies.

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we operate as a responsible employer - we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded. We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ.

HEALTH & SAFETY GENERAL POLICY STATEMENT

Statement of intent:

Learning Opportunities recognises that it has responsibilities for the health and safety of employees whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Learning Opportunities intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary;
- ensuring that all staff are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our staff recognise their duties under health and safety legislation whilst at work, we will remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained at induction and also set out in an Employee Safety Handbook, which sets out their duties and includes our specific health and safety rules.

HEALTH & SAFETY MANAGEMENT STRUCTURE

Although the Proprietor has overall responsibility for the implementation of this policy, day to day responsibility for particular issues has been delegated to key personnel.

The Proprietor is responsible for:

- ensuring that Learning Opportunities Health and Safety Policy is approved for use and that arrangements are in place for the school to implement it.

- strategic health and safety planning and for periodic review of health and safety performance.
- Providing appropriate challenge to the Head Teacher in matters relating to H&S

In order to fulfil their responsibility, the Proprietor will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of the overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and local / national requirements;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures;
- a review of the policy and its implementation is carried out at suitable intervals;

Headteacher is responsible for securing the full implementation of the school's Health and Safety Policy.

The Headteacher will work alongside the Health & Safety Officer, and co-operate with the Proprietor to ensure that:

- this policy and all other legislative requirements are managed under the normal method of delegated powers
- adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
- where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
- all staff are familiar with, and comply with, the requirements of the school's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any school guidelines and instructions.
- all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- systems are in place to monitor the application and effectiveness of the health and safety procedures;
- at intervals agreed with the Proprietor, a review of Health & Safety in the school is carried out; and,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

- Reporting to the Proprietor on health and safety issues within the school.

Staff are responsible for ensuring that the requirements of this policy and legal requirements are implemented and monitored.

All staff have a responsibility to:

- Comply with the school's health & safety policy & procedures;
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- observe the school's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- Safety measures and controls identified by risk assessments are implemented.
- co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- make use of safety aids, appliances, equipment and protective clothing provided;
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- familiarise themselves with the action to take in the event of fire or other emergency;
- seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or students in the school.

Students are encouraged to participate in helping to create a safe learning environment in school.

They are responsible for:

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to a member of staff.

HEALTH & SAFETY MANAGEMENT RESPONSIBILITIES

The Proprietor has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with staff on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Ensure that adequate first aid arrangements are in place.
- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment (refer to risk assessment policy)

Learning Opportunities assessments identify the risks that may arise in the course of the day. This includes anything related to the premises or delivery of the curriculum or activities, whether on-site or in relation to activities off-site. They identify potential hazards, who might be harmed and what measures are in place to control risk.

Ensure that;

- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for staff with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the school is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

Consultation with staff

It is a legal requirement to consult with employees on health and safety issues. Health & Safety is an agenda item for staff meetings, and are also used to communicate on health and safety matters and concerns.

TRAINING

Newly appointed staff are given an induction into the School's arrangements for Health & Safety and risk assessments. Raising health and safety awareness is achieved in many ways, from delivering training experiences that are tailored to specific tasks through to holding regular health and safety meetings to discuss concerns and remind staff of their obligations as they carry out their day to day activities. They are also issued with an Employee Health & Safety Handbook giving full details of school policies and procedures. All staff are expected

to read and sign to confirm that they have a secure knowledge of the policies and procedures. All policies are available to everyone on the Staff Shared drive.

Staff are also responsible for identifying their own personal training needs and feeding this back to the SLT.

Training records will be easily accessible for audit purposes and will be kept up to date.

STAFF WELLBEING

Staff wellbeing is of the utmost importance. Individual support is available to any member of staff experiencing both work and non-work related stress. The Proprietor and SLT operate an 'open door' policy for all staff. The school conducts bi-annual staff wellbeing surveys.

The school also has an Employee Assistance Programme (EAP) in place, which includes 24/7 telephone advice, face-to-face counselling and a suite of online tools to support staff.

For more detailed information, please refer to the school's Work Related Stress Policy.

MONITORING & REVIEW

Regular evaluation and review take place to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy and that the Policy remains effective.

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Proprietor has overall responsibility for this, but some of the routine tasks may be delegated.

In addition, an annual monitoring visit is conducted by our Health & Safety Consultants (Peninsula), which incorporates a Health & Safety compliance review. A report on findings / outcomes is provided to the school and where necessary any actions required are addressed.

CONCLUSION

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety, and staff's / students' general well-being.