



LEARNING OPPORTUNITIES

HEALTH & SAFETY POLICY & PROCEDURES

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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: September 2015

Previous Review Date: January 2023

Next Review Date: January 2024

This policy should be read in conjunction with Learning Opportunities Health & Safety Policy & Procedures Manual, & Employee Health & Safety Handbook.

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

Since March 2020, the Covid pandemic has brought significant challenges with regard to health and safety measures for all schools. At Learning Opportunities, we have responded to all Government guidance relating to school closure, partial reopening, full reopening and have undertaken ongoing risk assessment to ensure the safety of our school community.

As COVID-19 becomes a virus that the country learns to live with, the government is moving away from stringent restrictions on everyone's day-to-day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

Therefore, while the government will continue to manage the risk of serious illness from the spread of the virus, as a school, we are advised to consider COVID-19 as one risk amongst others in relation to health and safety. Integral to this is a commitment to regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in our school and the public health advice changes.

As well as following the UKHSA guidance, we will continue to follow baseline infection prevention and control measures which include:

- Reinforcing good hygiene practices such as regular handwashing, and
- Ensure where practical that occupied areas are well ventilated to let fresh air circulate.

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. Our approach to health and safety is an integral part of the school culture and values, also how we operate as a responsible employer, and 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

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.

We believe that students benefit from stimulating school trips that broaden their horizons. Our approach to risk management is proportionate to the nature of the activities.

AIMS AND OBJECTIVES

Learning Opportunities is committed to establishing and implementing arrangements that as far as reasonably practical will:

- Ensure staff and students are fully safeguarded in respect of health, safety and welfare when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, students and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe equipment and safe systems of work.
- Provide suitable information, training, instruction and supervision to keep all staff, students and visitors safe.
- Consult with the school community on matters of health and safety - issues will be discussed, and any points raised will be duly minuted and actioned accordingly.
- We ensure the safe handling and use of substances;
- Take necessary action to minimize the likelihood of accidents and cases of work related ill health;
- systems are in place to access competent advice;
- continuous improvement in our health and safety performance and management is promoted through regular (at least annual) review and revision of this policy; and
- provide appropriate resources to make this policy and our health and safety arrangements effective.

We also recognize our duty to ensure that:

- No work is carried out by the school or a contractor that is liable to expose employees, students or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors can demonstrate that they have suitable arrangements for securing adequate health and safety standards, including where necessary a written statement of policy.

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 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

The proprietor is accountable for the overall health and safety of staff, students and visitors. However, the day-to-day responsibility for particular issues has been delegated to key personnel.

Proprietor

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 school's 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;
- 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

Certain tasks may be delegated to other individuals but overall responsibility rests with the Headteacher

The Headteacher (Simon Graydon) will work alongside the Health & Safety Officer (Kevin Dunk - Deputy Headteacher), and co-operate with the Proprietor to ensure:

- implementation of this policy.
- the premises meet health and safety requirements, and that staff, students and other visitors adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.
- 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;

- 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.

Staff

All staff have a responsibility to:

- observe the health & safety policy & procedures in school;
- 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;
- 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

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

HEALTH & SAFETY ARRANGEMENTS

The Proprietor acknowledges that they retain overall responsibility for health and safety matters. They also recognise the importance of taking action in respect of the key points listed below. 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.

Please note that the list below is not exhaustive, more detailed information is available within the H&S Policy & Procedures manual & Employee H&S Handbook.

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' & Public 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.

Recording & Reporting

- recording and reporting accidents to staff, students and visitors - including [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

School Activities

- The Headteacher will ensure that appropriate risk assessments are undertaken;
- The significant findings of all risk assessments will be reported to all relevant staff, contractors, visitors and all of those who may be affected;
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person;
- The head teacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Educational Visits and Learning Outside the Classroom

Specific Off-site Educational Visits RA and Forest School Activities RA are available which outline the arrangements for these sessions.

Visitors

All visitors are expected to report to the reception area where they will be asked to sign in. Identity badges will be provided. All visitors will be made aware of the school's fire arrangements/evacuation procedures in the event of a fire, and safeguarding arrangements.

Visitors will be asked to provide ID.

Occupational Health

- Procedures are in place to identify and address occupational health risks.
- Measures required to reduce and control employees' exposure to occupational health risks are in place.
- Measures to reduce stress within the workplace are in place.

Accidents, Incidents and First Aid

- Adequate first aid arrangements are in place.
- Accidents and incidents are recorded in line with relevant regulations.

- Where required, accident and incident investigations are completed, identifying causes and measures for prevention.
- Applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.

Fire and Emergency Arrangements Refer to Fire RA policy

- The Proprietor and H&S Officer are responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that this is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Instructions to employees are posted at strategic points around the building.
- 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.

Risk Assessment

Three types of risk assessment are carried out within the school:

- Generic - where hazards and risks are generally the same
- Specific - where hazards and risks are applicable to a specific activity
- Dynamic - a continuous process of identifying the hazards that might occur

Risk assessments are documented, and their outcome made available to the workforce.

Learning Opportunities will review risk assessments annually or where:

- there is any reason to suspect that it is no longer valid
- there has been a significant change in related matters

Premises

- A suitable and safe working environment for staff with adequate welfare facilities is provided.
- Fixed electrical installation is adequately installed and maintained.
- Measures to control and manage the risks from asbestos are in place.
- Good housekeeping standards are instigated and maintained.
- There is suitable and sufficient maintenance of the facilities provided within the workplace.

Security of Site

Learning Opportunities takes all reasonable steps to prevent unauthorised entry into its premises:

- a controlled entry system is in operation.
- Visitors are required to report to reception on arrival.
- The rear of the site is fully protected by fencing.
- Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises. Security of the site out of School hours is assisted by the installation of an Intruder Alarm.

Equipment

- 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 employees are given information, instruction and training on its use.

Substances

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

Information, Instruction and Supervision

In accordance with health and safety a Safety Law poster is displayed in KS4 main office and in the staff wellbeing suite.

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.

All newly appointed staff are 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 WELLBEING - For more detailed information, please refer to the school's Work-Related Stress Policy.

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 LT operate an 'open door' policy for all staff. The introduction of regular individual face to face wellbeing meetings provide an additional tier of support. In addition, the school conducts staff surveys throughout the year.

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.

MONITORING & REVIEW

Monitoring and review help us to check the effectiveness of our Safety Management System.

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 everyone to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improve the management of safety and the general well-being of all parties.