



## 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 2024

Next Review Date: January 2025

**This policy should be read in conjunction with Learning Opportunities Health & Safety Policy & Procedures Manual, Employee Health & Safety Handbook and relevant policies including First Aid, and Fire Risk Assessment.**

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**

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.

Respiratory infections, including the common cold and COVID-19, are common in children and young people, particularly during the winter months. For most children and young people, these illnesses will not be serious, and they will soon recover following rest and plenty of fluids.

Routine testing for Covid-19 ended in April 2022 and UK Health and Security Agency (UKHSA) guidance says that it is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

As COVID-19 presents a low risk to children and young people, there are no longer specific rules relating to it in schools.

Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to go to school.

However, those who are unwell and have a high temperature should stay at home and avoid contact with other people where they can. They can go back to school and resume normal activities when they no longer have a high temperature, and they are well enough to attend.

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### **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 the necessary organisation and arrangements we have put in place 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.

## **LEGISLATION**

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues

## **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:

- Aim to maintain a safe and healthy environment
- 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.).
- Establish and maintain safe working procedures amongst staff, students 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
- 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;
- Ensure systems are in place to access competent advice;
- Promote continuous improvement in our health and safety performance and management 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 recognise 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.

**ROLES & RESPONSIBILITIES**

The proprietor has ultimate responsibility for health and safety matters in the school but will delegate the day-to-day responsibility for particular issues to the Headteacher & Deputy Headteacher.

**Proprietor**

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

As the employer the Proprietor also has a duty to:

- Ensure 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;
- Ensure 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;
- 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
- Ensure pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and local / national requirements;
- Inform employees about risks and the measures in place to manage them
- Ensure 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;
- Maintain communication and liaison with all those who may need to be aware of the requirements of this policy and its procedures;
- review this policy and its implementation at suitable intervals;

## **Headteacher**

Certain tasks may be delegated to other individuals but overall day-to-day 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 health & safety policy.
- there are sufficient staff to safely supervise students
- the school building and premises are safe and regularly inspected and that they 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 minimize the likelihood of 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;
- adequate training for school staff and where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
- appropriate evacuation procedures are in place and regular fire drills are held
- all risk assessments are completed and reviewed
- systems are in place to monitor the application and effectiveness of the health and safety procedures;
- that the proprietor is made aware of relevant health and safety matters
- That 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;
- Work in accordance with training and instructions
- Model safe and hygienic practice for students
- 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;
- 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;
- Understand emergency evacuation procedures and feel confident in implementing them
- seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or students in the school.

## Students & Parents / Carers

Students and parents/carers 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.

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

**HEALTH & SAFETY ARRANGEMENTS** -Refer to Learning Opportunities Health & Safety Policy & Procedures Manual, Employee Health & Safety Handbook more detailed / specific information

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** refer to LOC first Aid policy

- 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 evacuations are practised at least once a term.
- Emergency equipment is provided, tested and maintained appropriately.
- New staff are trained in fire safety and all staff and students will be made aware of any new fire risks.

### **In the event of a fire:**

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.
- Evacuation procedures will begin immediately
- Fire extinguishers may be used by staff only if they are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points.
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

## **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 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**

All staff are responsible for the security of the school site, including visual inspections of all areas. The Deputy Headteacher, or in their absence a member of the leadership team, monitors the intruder and fire alarm systems.

The Headteacher, or in their absence, will respond to an emergency.

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 regulations, a Safety Law poster is displayed in KS4 main office and in the staff wellbeing suite.

## **VIOLENCE AT WORK**

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards any member of staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the leadership team as soon as is possible. This applies to violence from students, visitors or other staff.

## **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.

Learning Opportunities is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

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**

Learning Opportunities H&S policy and procedures will be reviewed annually.

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.