**Health and Safety Policy**

**HEALTH AND SAFETY POLICY - including SECURITY**

**GENERAL STATEMENT OF POLICY**

Horizons Education Centre recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

a safe place of work, and a safe working environment; safe plant and equipment;

safe systems of work;

safe access and egress to/from places of work;

the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions;

the provision of adequate information, instruction, training and supervision;

adequate consultation with staff and their Safety Representatives on all matters relating to health and safety, and the fostering of a positive safety culture in the school;

keeping abreast of legislation by obtaining advice from the LA and through persons competent in health and safety matters;

An annual review of the Safety Policy;

the inclusion of health and safety on the agenda of each Staff meeting.

**Roles:**

Head of Centre: Mr Steven Daniels

Site Manager: Mr Ian Roberts

Trained First Aiders: Mr Steven Daniels

**The role of the Head of Centre**

The Head of Centre and has responsibility for all matters concerning the safe conduct of the Centre and all its related activities.

They are required to:

1) Establish a structured system of safety management, comprising:

* the identification of safety requirements and objectives;
* the clear identification of priorities;
* the incorporation of safety requirements and future objectives
* development and budget planning of the Centre, and where appropriate, inclusion in the Centre Development Plan.
* the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.

2) Implement a system for protecting all persons on the premises, or involved in the Centre’s activities, from risks, which are reasonably foreseeable.

3) Oversee Co-ordination of any necessary safety arrangements with any contractors working on the site.

4) Implement such procedures as are necessary to comply with all legislation

concerning health and safety.

**Class Teachers and non-teaching staff**

Each member of staff has an immediate duty of care to ensure that the environment in which they teach and the activities which they plan are safe and secure for pupils. All areas of the Centre used for teaching should be assessed for risk constantly. Teachers should apply a common sense approach to managing potential hazards i.e. trip hazards, trailing flexes, special equipment, safe use of equipment and furniture and outside areas etc. Teachers should know and understand the risks associated with planned work and seek guidance from Managers or other sources if they are unsure on any matter.

A designated member of staff has a comprehensive list of pupils with particular medical needs which is updated regularly with information from parents. This details the issue/condition and the agreed school response in terms of intervention, first aid or other emergency procedures. It is the teachers’ responsibility to ensure that this information is drawn to the attention of any third party assuming responsibility for the child in any regard i.e. supply teachers, external group visit leaders, TA’s and voluntary parent helpers, lunchtime staff, other group leaders of in Centre activities.

**Site Manager**

The CM acts as a first point of contact for the Head of Centre and has a duty to report issues of Health and Safety regarding the site to the designated person, ensuring prompt action.

**All Staff**

Section 7 of the Health and Safety at Work Act places duties on all staff to 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 and to co-operate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes it an offence to ‘recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions’.

The Management of Health and Safety at Work Regulations 1992 require all staff to:

use all materials, machinery and equipment etc. in accordance with the information, instruction and training which they have received;

report immediately to their line manager any defects in the equipment etc.;

report immediately to their line manager any serious and immediate danger to health and safety;

report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety.

It is sufficient to report a given matter once only, and not to have to repeat it.

All members of staff are responsible for:-

observing all instructions on health and safety issued by the Head of Centre, or any other person delegated to be responsible for a relevant aspect of safety;

observing all safety rules relating to the use of specific machinery;

reporting all accidents to the Head of Centre and ensuring that an accident report form is completed:

reporting all potential hazards to health and safety to the Head of Centre;

**THE MANAGEMENT OF HEALTH AND SAFETY**

The new Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted.

**Security**

All visitors, including parents helping in Centre and peripatetic support staff must report to the reception area. Here they will be signed in. Visitors who are part of the local authority or are part of a contracted service will be required to have their photo ID passes worn at all times. All staff are expected to challenge any person in Centre not displaying one of these forms of ID.

The main entrance to Centre is controlled by keypad entry along with 1 other entrance door. All appropriate staff are in receipt of a pass code to gain access to the building. At all times doors are locked and access to the Centre is only through the main entrance, including students who are late.

All technical services staff and contractors must report to the reception area before commencing repairs or gaining access to the premises. Proof of identity will be required. All technical service staff for whom access to the building is necessary will be required to schedule their visits for after school hours when children are not present – in an emergency situation these staff should be accompanied by a Senior person at all times.

Adults working in Centre will be subject to a DBS check appropriate to the level of their contact with students. The Centre holds a register of all DBS check information. All regular voluntary visitors are DBS checked before they are allowed to work in the Centre. They are never left unsupervised with children without a DBS check.

New staff taking up post prior to a DBS check are supervised at all times until the clear DBS is received.

**First Aid and Accidents**

**Centre procedures on calling for an ambulance and any other arrangements for obtaining medical attention.**

Where, in the opinion of the Head of Centre/Qualified First

Aiders, it would be inappropriate to transport the child to hospital, the designated person(s) would telephone for an ambulance from the office. Where appropriate the Head of Centre/designated first aider will consult with the local surgery regarding medical attention. If in the opinion of the above people, hospitalisation is necessary, a member of staff will transport and accompany the injured person to the hospital. Parents/Carers will be informed and asked to attend.

**Centre procedures for contacting parents, or use of second emergency contact, in the event of serious injury or ill health to a student.**

In the event of a child becoming ill or having an accident the Head of Centre will need to contact parents quickly. Parents are asked therefore, to give a telephone number where they can be reached, together with an alternative emergency number. Emergency contact numbers can be obtained from the offices of our partner schools and are also requested on the Centre’s own medical forms.

**Centre procedures for sending an injured/ill pupil home, so as to ensure that an appropriate adult is available to receive them. (Normally parent/carer, second emergency contact or close relative)**

The Head of Centre / Admin / First Aider would try to contact the parents or other emergency and the referring school to explain the situation. Staff will seek permission from somebody with parental responsibility to send the child home. Parents would be encouraged to collect the child from the Centre. In the event of the parent/emergency contact being unable to collect the child, where possible staff will endeavour to arrange transport for the child. However, if this is not possible, with verbal consent from a parent/guardian the child will be released from the Centre.

**The parent of any child who receives a bumped head / injury other than normal scrapes will be alerted through the use of a phone call letter given, on the day of the accident. If the child needs to be sent home, the pupil accident book must be filled in and a copy given to parents**

**School procedures for the reporting of ‘Major Injuries’, ‘Dangerous**

**Occurrences’ and ‘Occupational Diseases’ to the HSE.**

e.g. Person(s) nominated to telephone the HSE, and complete and forward Form

Mr Steven Daniels

**First Aid Arrangements**

See First Aid Policy

**Arrangements for parties on out of school visits**

It is the responsibility of the Group Leader (see Educational Visits Risk Assessment) to ensure that each party going on an out of Centre visit has a first aid box with them.

**Policy and arrangements to protect non-smokers from the effects of tobacco**

**smoke at work**

The Centre is a no smoking zone.

**Buildings Maintenance**

**Arrangements for the reporting of building/site defects**

Report any defects or damage to the Site Manager via the book in the school office.

**Arrangements for the internal reporting of defects for which the school is responsible for maintenance, and arrangements for appointing a competent contractor to do the necessary work**

Any staff member may report defects of equipment to the Head of Centre or site Manager.

The Site Manager will make arrangements for their repair or replacement.

**Arrangements and person(s) responsible for liaison with Technical Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance**

All Technical Services staff and contractors **must** report to the office before commencing repairs etc. The Head of Centre or Site Manager will assess the safety precautions necessary and implement. In the event of a contractor arriving at Centre over the lunch-time, he/she will be requested to wait until the students have been moved away from any external repair area.

**Maintenance and Safety Testing of Equipment**

Appropriate arrangements and Person(s) responsible for:

Internal school procedures – Mr. S. Daniels

Liaison with contractors etc. – Mr. S. Daniels or Mr. I. Roberts

Maintaining full records for information and inspection in connection with the Annual safety tests of 240v portable electrical appliances – Mr. S. Daniels

**FIRE PROCEDURE**

**Fire drills** are held each term. *The fire alarm is a continuous oscillating siren.* All members of staff are instructed as to the procedure for fire drills/in the event of a fire. See Fire Evacuation Plan. Mr. S. Daniels is responsible for recording fire drills into the Fire Log Book.

All staff will leave the building with their class (if appropriate) by the nominated exit. Staff must familiarise themselves with a variety of escape routes and bear in mind any hazards such as boiler rooms, which should be avoided when evacuating the Centre. Each member of staff is to ensure all of their children have been evacuated before closing all doors and leaving the building themselves. Once each class is fully assembled, a member of staff will carry out a roll call. Head of Centre to supply registers.

Head of Centre will complete a check of their area (toilets, cloakrooms) as they are vacating the building. The Head of Centre will carry out a final check of the front of the Centre (toilet) as he is vacating the building.

**Calling the Fire Brigade** Person responsible – Head of Centre

**Checking Centre after evacuation – Head of Centre**

Any person not in class when the alarm is sounded should go to their nearest assembly point.

No one must re-enter the building until the Fire Brigade gives permission with the exception of a search for missing persons by a competent person or known number of persons.

**Attacking the Fire**

Circumstances will dictate whether fire-fighting operations should be attempted. Fire-fighting must always be secondary to life safety.

**Centre Fire Plan**

To conform with legislation, the Centre is responsible for the risk assessment and planning with regard to fire safety.

**Storage of flammable liquids -** All kept in locked cleaner’s cupboard

**Smoking restrictions NO SMOKING** is permitted in or around the site of Horizons

**Risk Assessment**

A written assessment of all activities, which involve a significant risk to Health and

Safety, is to be produced, in which the hazards and necessary precautions are identified.

Risk assessment will be carried out for educational visits as per “The Safe

Management of Educational Off-Site Visits” Guidelines. Please see educational visits policy.

Suggested Staff Ratios for Educational Visits:

1:5

These are recommended minimum ratios and may be increased depending on the nature of the visits and the profile of the group.

**Names of person(s) countersigning records of risk assessments**

Mr. S. Daniels and Miss. A. Roberts

**Manual Handling**

Regular and ad-hoc manual handling tasks are to be assessed in the school.

Wherever reasonable and practicable, procedures and practices will be changed so as to eliminate if possible or otherwise reduce manual handling tasks.

**Names of person(s) co-ordinating and maintaining records of manual handling**

**risk assessment**

Mr. S. Daniels

**Computer Workstations**

Computer users who are using a computer workstation regularly and for a significant part of their working day are to be provided with an ergonomically designed work station, designed to minimise the stresses and strains of this type of work. In practice this means furniture and screen, which can adjust to provide optimum support and comfort for the user, a clear screen display and the avoidance of unwanted reflections on the screen.

**Information and Training**

All practical steps will be taken to provide staff with relevant information regarding Centre activities and the safe use of substances, machines and other items of work equipment, which they are required to use, and any specialist safety training, which may be required.

**All staff to have a copy of the Health & Safety Policy**

**To be reviewed: Summer 2020**