



"Unlocking potential through learning"

# **Health and Safety Policy**

**The New Horizons  
Learning Centre**

**Date Ratified: May 2022**  
**Review Date: May 2024**

**Signed by: Donna Portingale**

**Position: Chair of Governors**

## **1. STATEMENT OF SAFETY POLICY**

The Governors of the New Horizons Learning Centre recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) Provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the Statement of General Policy of South Gloucestershire County Council Directorate of Educational Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of South Gloucestershire County Council Directorate of Educational Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

The Management of Health and Safety at Work Regulations 1999;  
The Control of Substances Hazardous to Health (COSHH) Regulations 2002;  
The Manual Handling Operations Regulations 1992  
The Provision and Use of Work Equipment Regulations 1998 and  
The Display Screen Equipment Regulations 2002.

Signed: \_\_\_\_\_ Headteacher,

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Chair of Governing Body

Date: \_\_\_\_\_

## **2. THE ORGANISATION**

***In the following sections, schools will need to select the appropriate wording, depending on their individual situations, structure and staffing.***

### **2.1 South Gloucestershire County Council Directorate of Educational Services:**

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at The New Horizons Learning Centre (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Education Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

### **2.2 The Governing Body, through the Headteacher, is responsible for:**

- a) Ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) Advising the Head of SGCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) The adoption of safe working practices by staff and pupils, and by contractors on site.

- i) Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

### **2.3 The Headteacher is responsible for:**

- a) The implementation of the school's health and safety policy.
- b) Advising the Governing body of the need to review the school health and safety policy.
- c) The day-to-day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

## **2.4 Heads of Faculty / Department / Subject Co-ordinators are responsible for:**

- a) All matters of health and safety in their faculty, department or subject area.
- b) Bringing to the notice of the Headteacher (*or the School Safety Officer*) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Producing a faculty / departmental / subject safety policy and revising it as necessary.
- e) Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) Ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) Ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

## **2.5 Other Teaching and Technician/Support Staff are responsible for:**

- a) Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the *Headteacher or School Safety Officer*.
- c) Co-operating with their employer (*LA or Governing body as appropriate*) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

## **2.6 The Sites and Buildings Manager / Caretaker / Cleaner in Charge ( as appropriate) is responsible for:**

- a) Ensuring that he/she is familiar with and complies with the school safety policy. He/she should also be familiar with the LA's Safety Policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.

- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the Headteacher (*or School Safety Officer as appropriate*) of the arrival (or expected arrival) of contractors for maintenance work.
- i) Informing contractors of any hazards that could affect their health and safety while working in the school.
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

**2.7 The First Aider / Appointed Person** is responsible for:

Maintaining the First Aid box(es) in line with the guidance given by the LA and controlling and maintaining any other First Aid supplies as may be kept separately.

**2.8 Safety Representatives (Appointed by Staff / Trade Unions / Professional Associations)** have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive and will report on any incidents to the FGB
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

**2.9 Catering / Kitchen Manager (*if employed by the school*)** is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receives such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the Headteacher (*or School Safety Officer*) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

### **3. THE ARRANGEMENTS**

#### **Access and Egress**

Access to the building for all visitors is through the main reception area, where they will be greeted by the office staff and issued with a visitor's pass. They will be escorted to where they need to be and escorted out again as needs be.

Pupil access will be through the main reception area. This is manned by staff and pupils are then escorted to their relevant classroom. Pupils will also leave through this exit at the end of every day.

Staff will access and leave the building through the main entrance. At this point they need to complete the signing in book, to ensure we have a record of who is in the building.

#### **Accident Reporting**

All accidents will be reported in the accident book which is kept in the school office. Relevant LA paperwork will be completed and sent off as appropriate.

#### **Blood-borne Diseases**

All staff, when dealing with incidents where there is a blood risk, will use plastic gloves and the appropriate antiseptic wipes. Gloves and wipes will be disposed of according to the LA guidelines.

#### **Building Repairs and Contractors**

The school site manager will organise all repairs to the building. As far as is humanly possible they will be conducted after school hours or in the holiday periods. The contractors will all be LA approved and checked. Approved contractor documents are held with the school site manager. Maintenance schedules are in place to ensure electrical and mechanical systems in place are maintained to relevant standards.



## **Cleaning**

All cleaning materials are in a locked area, with their use supervised by the site manager at all times. Cleaning audits are carried out monthly by cleaning supervisor and school site manager ensuring COSHH Regulations are adhered to.

## **Design & Technology**

The Design Technology area has its own Health and safety guidelines. Please see appendix to this document.

## **Display Screen Equipment:**

Regular users of display screen equipment must complete a work station assessment which is located in the all staff share t-drive. The assessment is recorded and actioned accordingly.

## **Environment**

Building temperatures are monitored by the BMS system this is the responsibility of the school site manager to check temperature readings are comfortable for the learning and working environment. Regular building inspections are carried out regularly to highlight areas of concern with regards to e.g. lighting, air conditioning/ventilation, noise, vibration. This is then monitored and review and action is taken accordingly.

## **Educational Journeys and Visits**

The school follows and adheres to the LA policy on school visits. A designated member of the Leadership team has responsibility for ensuring that this is followed at all times.

## **Fire Alarms**

These are tested regularly and are serviced as per the manufacturers' guidelines. The site manager has undertaken the training to ensure that this is done appropriately, in accordance with fire safety order 2005.

## **Fire Appliances**

These are tested regularly and are serviced as per the manufacturers' guidelines. The site manager has undertaken the training to ensure that this is done appropriately.

## **Fire Evacuation and Fire Drills**

There are clear signs throughout the building to ensure that everyone knows the best way to exit the building.

Pupils and staff undertake at least one drill every half term to ensure that they can exit the building successfully. There is a procedure for clearing the building and checking that every one is out of the building safely. Routes are kept clear, fire exits are checked weekly by the school site manager. Emergency Lighting is serviced by the contractor to relevant standards, school site manager to carry out regular testing.

## **Fire Prevention**

Sources of ignition are limited and controlled.

Housekeeping by staff in areas to minimise fuel e.g emptying bins, storing of materials. Mechanical and plant are maintained regularly. Electrical items are PAT tested by the school site manager.

Regularly building inspections takes place to monitor fire prevention. Hot works permits must be completed by the contractor before any hot works commence, then signed off by the school site manager.

The site is non – smoking. Pupils are actively encouraged to hand in any lighters / matches at the start of every day. Any staff who smoke are asked to do so off site, as we actively try to show the young people in the school that it is an unhealthy habit to form.

## **Fire Risk Assessment.**

This is undertaken by the LA and we follow their guidelines once it has been completed. Any significant changes to the building then the fire risk assessment will need to be updated.

## **First Aid / Medicines**

There are named first aiders, clearly displayed throughout the building. The reception area houses medication and first aid equipment. There is additional equipment in the different specialist areas around the school.

All individual pupil medication is clearly labelled and locked in a cabinet. It is recorded in the medicine book and this has to be completed by staff when they administer it.

## **Flammable Substances / Hazardous Chemicals**

These are stored in locked cupboards in the Science prep room or in the Site Manager's area. They are clearly labelled and access to them is restricted to those staff who need access. COSHH assessments are completed and updated by the school site manager

## **Legionella**

Risk assessments and schemes are in place to minimise the risk of exposure of legionella bacteria. The school site manager will implement the scheme as required by L8 Approved code of practice (ACOP), to prevent Water temperatures between 25c – 45c. The school site manager is responsible for temperature readings and inspections of the water system. Where works beyond the expertise of the school site manager a L8 approved contractor will be appointed to carry out such works.

## **Lone Working**

Before lone working begins the person should liaise with the school site manager details should include: location, duration on site. Regular contact must be made every two hours by text to the school site manager. If there's no response then the site manager will call to investigate. External doors must be locked to prevent intruders accessing site whilst lone working. Before leaving site, the person will need to text or call the site manager that the building is locked and they have left the premises.

### **Manual Handling**

Staff who use manual handling are trained to do so. Lifting aids are in place and are regularly inspected by the school site manager.

Before manual handling you must consider **TILE: Task: Individual: Load: Environment.**

Risk assessments are in place available in hard copy and in the health and safety folder on the t-drive.

### **Noise**

Noise assessment have been carried out to minimise noise pollution, where noise levels expose a person above 80dB(A) reduction techniques must be used. Where noise levels exceed 85dB(A) areas will be established, signed and protected against unauthorised entry.

### **Playground Safety and Supervision**

Pupils are supervised at all times when they are outside. Playground equipment is checked regularly by the site manager and repaired as appropriate.

### **Portable Electrical Appliance Testing**

This is undertaken annually by the site manager on all equipment within school. Any new equipment is tested as appropriate.

### **Record Keeping**

All record keeping is undertaken as per the LA guidelines.

### **Risk Assessment**

Any activity the presents a hazard must be risk assessed by the responsible person for that subject or area. The risk assessments are recorded and available in hard copy and in the health and safety file on t-drive. There is a risk assessment written as part of every pupil's Personal Support Plan (PSP). This details how to deal with that young person in specific situations should they arise

### **Safety Inspections**

These are undertaken as necessary and at the appropriate times. The information gathered is recorded, monitored, reviewed and actioned accordingly.

### **Safe System of Work**

Safe systems of work are in place where the risk cannot be completely eliminated.

Staff are aware of safe systems of work to carry out tasks safely. These are monitored and reviewed regularly and appropriate to the activity.

### **Security**

The school is fitted with a security system, which is turned on at all times that the building is empty. The system is serviced by the contractor and monitored by the monitoring station. The site manager looks after the system and ensures that the relevant people have access to codes etc as needed. CCTV is monitored and checked by the school site manager and serviced by the contractor. Access control is the responsibility of the school site manager and maintained by the contractor.

**Training**

Staff have received relevant training in their subjects or areas and competent at completing their tasks. Staff are encouraged to highlight training that is needed to complete tasks safely.

**Working at Height**

Working at height must be avoided as far as reasonably practical; the school site manager has the relevant training for working at height. Access equipment is inspected on a regular basis by the school site manager. Risk assessments must be in place before working at height commences.

**Violent Incident Reporting**

The school follows the policy of the LA and completes serious incident forms, Riddor 3 and accident forms as needed.