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## 1.0 INTRODUCTION

All staff will be made aware of this policy during staff induction and relevant refresher training. It is available and accessible on the school website and company SharePoint.

**Implementation:** It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

**Compliance:** This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

## 2.0 POLICY STATEMENT

This statement is issued in pursuance of the Health & Safety at Work etc. Act 1974 (HASWA) and associated legislation.

Management of Hillingdon Manor School recognises the fact that health and safety provides positive benefits to the school, therefore a solid commitment in achieving a high level of health and safety is essential as we strive towards excellence, therefore fulfilling our duty of care to staff, pupils, visitors and seeking to maintain high standards of health, safety and welfare.

Health and safety is regarded as an integral part of the Schools business activities, therefore matters of health and safety shall be given equal importance to those of other key business functions. Improvement in health and safety performance is a key business objective.

Directors and Management are committed to continuing improvement in health and safety and will monitor the implementation of the health and safety performance of the School through the Health & Safety Policy and development of key performance indicator (KPI). The Directors will monitor the KPI's for improvement, development and progress.

The Directors comply with all relevant statutory provisions and regulations for the purpose of ensuring reasonably practicable, health, safety and welfare of all persons employed by the school and all other persons, including pupils, visitors, contractors and the general public who may be affected by the school's activities, by highlighting risks to ensure they are eliminated/avoided or reduced and managed.



Specific risks that arise at Hillingdon Manor School, where the children and young people are particularly vulnerable because of their special educational needs and disabilities has been given valuable consideration by the Directors. Health and Safety practice takes account of the increased risks to children, young people and the adults working with them.

Health and Safety is a collective responsibility for Directors, Head Teacher, and staff at every level. The individual is responsible for ensuring that their Health and Safety responsibilities are properly understood and carried out. Every reasonable precaution will be taken to prevent personal physical or psychological injury or damage and to protect everyone from foreseeable hazards.

### 3.0 OBJECTIVES

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The Management of Hillingdon Manor School have ultimate responsibility for health and safety, therefore the overriding aim is to ensure that all activities are carried out safely, without risk to health, so far as is reasonably practical. Therefore, they are committed the following:

- That all staff are aware of and actively support the responsibilities of Management and understand their own personal responsibilities;
- Employees are properly consulted on health and safety issues and actively encouraged to raise concerns;
- New employees are made aware of the School's Health and Safety Policy and the appropriate health and safety procedures during their induction period;
- Promote awareness of health and safety issues with all members of the school community including children and young people attending the school;
- Visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements;
- Specialist professional advice to be made available and shared with Directors and Senior Management Team on health, safety and welfare matters;
- Maintain plant and equipment, in accordance with statutory requirements
- Provide such protective equipment as is necessary for the health and safety at work of employees and pupils.
- Make readily available relevant health and safety information, instruction and training.
- Investigate all accidents and ensure appropriate action is taken.
- Promote a culture of pro-active risk management.
- Review and revise this policy as necessary at regular intervals.
- Ensure suitable and sufficient assessments are carried out of the risk to health and safety of employees, children and young people and others and that appropriate written procedures, or guidance notes cover all potentially hazardous activities;
- Monitor the implementation of this policy.

### 4.0 RESPONSIBLE INDIVIDUALS

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#### Managing Director

The Managing Director has executive responsibility to manage Health and Safety including compliance with Health and Safety at Work Act, etc. 1974 and other relevant legislation, best practice guidance and Company policies to meet legal and organisational requirements. This include those of the school and for ensuring:

- Channels of communication are available to employees so Health and Safety concerns can be raised, debated and appropriately resolved;
- Systems for reviewing and monitoring performance are in place
- Adequate resources are allocated to implement the provisions of this policy



### Head Teacher

The Head Teacher is accountable to the Managing Director for the implementation of the Health and Safety Policy. The Head teacher will be responsible for ensuring:

- Staff are aware of the health and safety policy and written policies, procedures and guidance notes are readily available to staff;
- Health and safety information is communicated to relevant staff;
- First aid procedures exist, and that all staff are aware of the arrangements; this should include times when staff are present outside the normal hours of the establishment;
- Accidents and incidents are being reported and recorded;
- Reporting incidents to the Health and Safety Executive under the Reporting Of Injuries Diseases and Dangerous Occurrences Regulations within the required timescale
- Arrangements are made for consultation with safety representatives and that reasonable arrangements are made to enable them to carry out their functions;
- Statutory food safety standards are compliant with Health & Safety Regulations
- To select contractors who have company Health and Safety procedures
- Cleanliness and hygiene standards are met within the school
- Training needs are identified and appropriate arrangements are made for training;
- Meeting the fire safety requirements by fire safety record keeping are carrying out fire evacuation drills;
- New employees receive appropriate health and safety information during their induction period; and updated as necessary;
- Overall procedures for safety are reviewed and monitored;
- Implementing and maintaining a Business Continuity Plan
- Nominated roles and individuals as detailed in appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals;
- Suitable and sufficient risk assessments are undertaken and reviewed annually or sooner if there have been any significant changes;
- Safeguarding procedures, including those relating to safer recruitment, are clear and are followed meticulously (see separate policies);
- Arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the school and contractors;
- Health and safety matters that cannot be resolved appropriately are raised with the Directors.
- Ensuring all school risks are communicated to the relevant parties

### Office Manager

The Office Manager is responsible for overseeing health and safety on a day to day basis and will act as the school's Health and Safety Advisor.

- Specific duties and establishing arrangements for dealing with health and safety matters such as:
- Disseminating health and safety information to staff;
- First aid and keeping all first aid supplies up to date;
- Accident and incident reporting, investigating, monitoring and recording RIDDOR;
- Ensuring health and safety matters raised by staff are dealt with;
- Maintaining and updating a central file of policies and procedures;
- Responsible for the cleanliness of the buildings;
- Ensuring that all staff are aware of evacuation procedures and have regular opportunities to practice;
- Arranging relevant Health and Safety training for all staff and ensuring it is kept up to date;
- Reporting infectious diseases to Public Health England;
- Keeping all Business Continuity Plan up to date;
- Obtaining all relevant documentation from appointed contractors;
- Overseeing the process of communicating the contents of the Asbestos folder with all contractors
- Ensuring implementation of this policy is monitored;
- Ensuring appropriate Health and Safety signage is displayed;
- Liaising with the facilities team with regard to premises defects and other health and safety matters and ensuring they are dealt with, or if that is not possible, for ensuring they are raised with the Head teacher;



- Discussing directly with the Head teacher all health and safety matters which may arise concerning the schools.

### **Facilities Staff**

The Premises team on site ensures:

- Premises defects are dealt with in consultation with the Office Manager or as appropriate. Where premises defects cannot be immediately dealt with the Office Manager is responsible for ensuring appropriate interim measures are taken to make the area safe;
- Reports hazards to the Office Manager;
- Conducts monthly site inspections and records findings;
- Inspects and record playground apparatus and report any defect and shield areas if necessary;
- Record weekly and monthly checks of all school vehicles;
- Arrange annual service/gas safety inspections of all gas appliances;
- Schedule PAT testing according to the electrical equipment requirements;
- Attend relevant Health and Safety training;
- Monitor and record maintenance equipment, replace defaults;
- Maintain routinely test and record safety systems by following safety procedures;
- Weekly test, record and maintain fire alarms and systems in accordance statutory requirements;
- Develop safe systems for marshalling transport;
- Maintain water systems monthly and check water temperature and flush out outlets that are not used regularly on a weekly basis;
- Facilities staff are trained in compliance with relevant health and safety requirements and are aware of policies, procedures and guidance;
- Liaise and assist the Office Manager with Risk Assessments;
- Contractors working on site will have had their Disclosure Barring System (DBS) checked or are supervised and any issues are reported to the Office Manager and Admin Team;
- Personal Protective Equipment (PPE) is worn when required by facilities and contractors and stored accordingly; in accordance with Risk Assessment;
- COSH chemicals are recorded and stored safely;
- Inform staff of the COSH chemical procedure;

### **Senior Management Team**

School Management implement the Health and Safety Policy within the areas for which they are responsible. They will ensure:

- Staff are aware of their responsibilities for health and safety to keep children, themselves and colleagues safe at all times;
- Staff are adequately trained, informed, instructed and supervised;
- Policies, procedures and guidance documents are brought to the attention of all staff and are complied with and accessible through the school website and the SharePoint area.
- Any health and safety information and updates are communicated to all staff via email notification including changes in legislation, weather updates and advice and faulty appliance recalls;
- First aid procedures are complied with;
- Accidents/incidents occurring in their area of control are reported electronically through the company's info-exchange system, and as required by other statutory bodies and carrying out a preliminary investigation as required;
- Consult with the Training Officer at Head Office regarding induction training including appropriate health and safety information;
- Class Teachers make a thorough assessment of risk and record it on the appropriate forms for:
  - educational visits;
  - swimming;
  - moving and handling;
  - any other activities where there is a foreseeable significant risk;
- Classroom risk assessment check list (weekly)



Health and safety matters which cannot be resolved are raised with the Office Manager.

### **Class Teacher & Teaching Assistant**

The safety of learners in all learning environments, on and off site is the responsibility of the class teacher. Class teachers will:

- Prioritise the safety of learners and the adults working with them;
- Exercise effective supervision of learners;
- Provide direction and supervision for pupils who are not able to guard themselves against common dangers and complete a Personal Emergency Evacuation Plan (PEEP);
- Attend external venues to conduct assessment of risk and record it on appropriate forms or obtain external venue risk assessment when planning activities for:
  - educational visits;
  - swimming;
  - moving and handling;
- Activities where there is a foreseeable significant risk.
- Read and follow the school's behaviour policy for internal and external activities;
- Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to staff and pupils;
- Follow safe working procedures during physical interventions;
- Ensure that staff, volunteers and visitors working with the team are properly briefed on health and safety procedures and know what is expected of them;
- Alert Senior Management Team to any health and safety concerns;
- Teachers and Teaching Assistants are responsible for the safety of learners and for carrying out the duties noted above;

### **All Employees**

All employees:

- Prioritise their own health and safety and that of others that are affected by the work activities;
- Take care of the safety of learners in their care, taking account of the learner's needs and their ability to manage risk and guard against common dangers;
- Appropriate clothing and footwear must be worn for particular working environment/task;
- Keep the site safe and secure by closing doors and gates as needed, supervising learners, wearing identity badges and challenging anyone who is not wearing a badge;
- Liaise with the Head Teacher when necessary to meet requirements of health and safety in the school;
- Operate equipment in accordance with manufacturer's instructions and training;
- Report and record any accidents or incidents;
- Conduct themselves in an orderly manner and refrain from any form of behavior which could lead to an accident or injury;
- Attend mandatory Health and Safety training courses;
- Report any damage or hazards to the site or any fixtures, fittings or equipment as soon as possible after it happens;
- Raise any concerns or problems which may have health and safety implications with their line manager or Facilities manager. If they are unavailable a member of the Senior Management Team;
- Comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties;
- Should not recklessly interfere with or misuse any item provided in the interest of Health, Safety and Welfare;

### **Work Experience/Volunteer/Apprentice**

- Work Experience, Volunteer, Apprentice must be supervised at all times and not to be left alone with pupils as 1:1 as they are trainees;
- Prioritise their own health and safety and that of others that are affected by the work activities;
- Take care of the safety of learners in their care, taking account of the learners' needs and their ability to manage risk and guard against common dangers;
- Appropriate clothing and footwear must be worn for particular working environment/task;



- Keep the site safe and secure by closing doors and gates as needed, supervising learners
- Liaise with the Head Teacher when necessary to meet requirements of health and safety in the school;

## 5.0 HEALTH & SAFETY ADVICE

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Outcomes First Group employ a Health and Safety Manager who is able to provide further advice.

## 6.0 GENERAL ARRANGEMENTS FOR HEALTH & SAFETY

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This section of the Policy specifies the general health and safety arrangements for the attention of all employees.

**General arrangements for implementing this policy can be found in:**

- Staff Handbook
- Emergency Response Plan
- Emergency Evacuation Procedures

### 4.2 Risk assessment

It is our Policy to ensure, as far as is reasonably practicable, that all required tasks and activities are carried out with minimum risk to our employees and others. Where a residual risk remains, a risk assessment will identify a safety standard implemented.

The Head Teacher and Office Manager are responsible for carrying out risk assessments and communicating the safety standards required to reduce the risk to employees and others.

### 4.3 Personal safety

We aim to provide all reasonable support and guidance to raise awareness and develop personal safety strategies. We will not tolerate bullying and/or harassment at work and employees are instructed to report any such events to your line Manager.

We will secure entrances in a manner, which is appropriate for the learners in our care.

Employees are instructed to provide comprehensive information when away from the work place e.g. accompanying a learner in our care, conducting an assessment, banking money etc., so that the Management team know their whereabouts and estimated time involved.

Employees must inform management if they are undertaking high-risk activities when they are working alone. The Administration Team maintains a daily log of all visitors and staff on site where they are required to sign in/out.

### 4.4 Manual handling

We will provide adequate manual handling mechanical aids such as trolleys, people handling aids where required and ensure adequate training and instruction will be given to all employees as necessary. Specific task and people handling risk assessments will be carried out where appropriate. Training and advice is available from the Manual Handling Trainer.

### 4.5 Hazardous substances

We will ensure that we make every effort to ensure that all employees are protected as far as is reasonably practicable from the hazards posed by any substances we may work with. Risk assessment will be carried out for substances that we are likely to come into contact with including any substances labelled as dangerous (toxic, very toxic, harmful or irritant), or clinical waste.

### 4.6 Management of behavioural intervention

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Where we have learners with social, emotional and behavioural difficulties in our care we will ensure that our employees are trained in techniques that enable them to intervene in a safe manner.

Guidelines on interventions and managing challenging behaviours can be found in the Services Policies and Procedures Manual. PRICE training is monitored and organised by the in-house PRICE instructors.

#### **4.8 Workplace**

Good standards of ventilation, temperature and lighting are provided. Mechanical heating and ventilation systems are maintained and inspected to ensure they remain suitable and sufficient.

#### **4.9 Work equipment and machinery**

It is our Policy to ensure that all work equipment and machinery is suitable for its intended purpose and provide adequate training in its use. All work equipment is maintained on a planned basis. Service records are retained on SharePoint/Health and Safety/Service folder/Work equipment.

#### **4.10 Electricity**

We will ensure that all company supplied electrical equipment is properly constructed, installed and maintained and that installations are suitable for the environment in which they are used.

Employees are not permitted to use any electrical equipment or systems unless they are competent, trained and equipped to use the equipment. All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

Where a fault is detected on any client or company owned electrical item, employees must inform their line manager so that the defective item(s) can be removed from use for repair or replacement.

Where equipment is used out of doors we will ensure that equipment used will be 110 volt or be supplied via a residual current device.

#### **4.11 Gas safety**

Outcomes First Groups will ensure that all gas installations are routinely serviced and maintained by a Gas Safe registered engineer. All service and maintenance records are retained in the school. Gas safety certificate is uploaded on SharePoint/Health and Safety/Service folder/Gas safety records.

We are aware that we have a duty to ensure that any gas appliance or installation is maintained in a safe condition that will not cause harm. We will ensure that any required work will be carried out by a Gas Safe registered engineer and will ask Gas Safe to supply any proof of registration if necessary.

#### **4.12 Fire safety**

Fire is one of the greatest threats to life and property with sources of ignition existing in every work area. The prevention of fire is of vital importance, most fires are caused by negligence, carelessness or ignorance. A high standard of fire awareness, common sense and good discipline will keep the danger of fire to a minimum.

All Outcomes First Group premises have Fire Risk Assessment carried out by a competent contractor. The Office Manager ensures the Fire Evacuation Plan is in place and fire log records are maintained. Regular fire evacuation drills are carried out at least three per year.

#### **4.13 Alcohol, drugs and solvents**



Any employee who reports for duty under the influence of alcohol or illegal drugs, brings an alcoholic beverage or illegal drugs into the school or consumes alcoholic beverage or illegal drugs while on duty may be subject to disciplinary procedures which could lead to (summary) dismissal. (See HR Alcohol Drugs Abuse).

#### 4.14 Stress

We aim to raise awareness to workplace stress and will provide Management support to minimise its effects. Managers must ensure that all employees are supervised at least six-weekly or more often if the situation dictates. Additional advice and support is available from HR.

#### 4.15 Notifiable diseases

The responsibility for the notification lies with registered medical practitioners who have a statutory duty to notify the 'proper officer' at their local council or local health protection team (HPT) of suspected cases of notifiable diseases under the Health Protection (Notification) Regulations 2010

For specialist advice and operational support in the event of suspected outbreaks of any infection the local HPT will be contacted.

Outbreaks will also be internally reported through the electronic accident/incident reporting system.

For more guidance and a full list of Notifiable Diseases see Children's Services Notifiable Diseases Policy.

#### 4.16 HIV/Aids/Hepatitis B

Outcomes First Group Policy and guidelines regarding these diseases are contained in the HR HIV AIDS Good Practice Guidelines.

#### 4.17 Smoking

There is a No Smoking Policy in all the Company's premises, residential schools and vehicles.

#### 4.18 Communication

Health, safety and welfare information is regularly provided to Managers, Safety Coordinators and cascaded to employees.

Relevant Policies and Procedures are brought to their attention at induction and if there are any significant changes that would affect the way they work.

#### 4.19 Consultation

The Health & Safety Adviser meets with the Health & Safety Consultant once a year to discuss and review health and safety arrangements.

#### 4.20 Training

Health and safety training is a mandatory requirement. We recognise that competent employees at all levels can make a more effective contribution to health and safety, by actively participating in improving health and safety standards. All employees are required to complete the e-learning health and safety programme organised by the Training Coordinator.

Training needs are reviewed as a result of job changes, promotion and new technology and following performance appraisals. All new employees receive induction and foundation training. Individual training and personal development records are maintained.





#### 4.21 Accidents and Near Miss Events

Employees are instructed to report all accidents and near miss events involving themselves or others. Damage to property must also be reported, as this could be an indicator of a near miss event trend.

Senior Management Team are responsible for ensuring all accidents and near miss events are recorded and reported to the relevant authorities within a specified time. Managers are also responsible for carrying out an investigation to prevent a recurrence.

Serious injury accidents will be investigated by Health and Safety who will carry out a detailed investigation and report.

Monthly accident reports are monitored by Health and Safety and Compliance Manager.

#### 4.22 Emergency Procedures

An emergency is defined as any situation that presents imminent danger and would include any of the following services responding:

- Ambulance
- Police
- Fire and Rescue service
- Utility services e.g. gas, electricity, water.
- The Head teacher, Operations Manager and Safety Adviser/Manager must be informed of any emergency situation and the incident must be recorded and reported as necessary.

#### 4.23 First Aid

Fully qualified First Aiders are available across the school. All first aiders are listed on posters that are up and around the school, they will ensure all first aid kits are adequately stocked and first aid signs are displayed and up-to-date. Senior Management Team are responsible for maintaining adequate cover.

The Training Coordinator is responsible for organising first aid training.

#### 4.24 Contractors

All contractors are required to produce suitable and sufficient risk assessments before they carry out any work on Outcomes First Group premises. The risk assessments should be reviewed by a competent person employed by the Company, any concerns should be discussed between the contractor and Manager or Building Works Manager.

Details of risk assessments that may impact on the safety of contractors should be discussed before they start work e.g. maintaining client group safety.

#### 4.25 Asbestos

Asbestos Containing Materials (ACMs) will be identified at all Company premises and a designated person will be responsible for the management of asbestos on the individual Company premises adhering to the asbestos management plan content. A system will be in place to ensure ACMs are identifiable through suitable risk register and regular inspections carried out.

#### 4.26 Monitoring and Review



It is an essential part of the Senior Management Team system to monitor and review safety performance and the Head teacher and Office Manager have specific responsibilities to carry out periodic health and safety monitoring.

Safety Coordinators will carry out quarterly audits with the Office Manager

Health and Safety Advisers will carry out a monthly review of all services' health and safety documents on SharePoint.

The Managing Director will arrange Health and Safety to carry out full health and safety audits as necessary.

#### **4.27 Disciplinary action**

An employee may be liable for disciplinary action if he/she is found to have acted in breach of the School's Health and Safety Policy

- Practical jokes or antics, which could cause accident or injury;
- Misuse of any facility provided, whether it be for employees or for those in our care;
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- Failing to report any medical condition which may prejudice the health of employees, or others who may be affected;
- Misuse of drugs or alcohol, which may affect the health or safety of other employees, or those in our care;
- Any form of physical or sexual misconduct towards either colleagues or those in our care;
- Any form of harassment or bullying of colleagues or people in our care;
- A serious or wilful breach of safety or food hygiene rules;
- Unauthorised operation of any item of equipment, or interference with any protective device;
- Wilful damage to, misuse of, or interference with any item provided in the interests of health, safety or welfare at work;
- Any matter involving the issue, dispensing of and disposal of drugs or medicines when not authorised;
- Unauthorised removal of any property belonging to the school, belonging to those in our care, or other colleagues, which could cause accident or injury;

### **7.0 ACCIDENT/INCIDENT REPORTING**

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All accident/incidents must be reported within 24 hours of the time of occurrence. A system called Info Exchange is used to log all accident/incidents.

<https://optionsgroup.info-exchange.com/events>

The Head teacher and the Health and Safety representatives at Head Office will review the accident/incident and follow up to ensure the correct course of action is taken to address the matter and will consider any factors that can be put into place to minimise the accident/incident from reoccurring in the future.

### **8.0 RISK ASSESSMENTS**

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Under the Management of Health and Safety at Work Regulations there is a requirement for all foreseeable risks to health and safety to be assessed and for significant findings to be recorded. The school have put into place risk assessments, which for most activities not only indicate preventative and protective measures but also incorporate a checklist or some other aid to risk assessment. However, it is necessary for staff responsible for any activity to check that the risk assessment adequately covers the specific circumstances and that it is being followed and, where necessary, to complete a specific risk assessment for the activity. Specific risk



assessments are required for all Educational Visits, for swimming, and for moving and handling (see relevant procedures). In other situations, staff should follow the Risk Assessment Procedure.

## **9.0 HEALTH & SAFETY MONITORING**

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Annual inspections of the school will be arranged.

An internal review of health and safety arrangements and procedures will be carried out annually using checklists and a report will be made to the Directors and shared with the school Governing Board.

All incidents will be investigated by members of Senior Management Team in the first instance, to identify any failures in the management of health and safety and if necessary reports will be submitted to the Directors.

The Head Teacher is made aware of any accidents that have occurred and will carry out any immediate follow up action. The Health and Safety Representatives in Head Office also review accident forms so they are aware of all incidents.

Routine inspections are carried out on the following equipment: Playground, apparatus, PE equipment, moving and handling equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems, and any equipment that new regulations specifically mention.