



Stepping to Success

Health and Safety Policy

Last review: March 2020

Ratified: March 2020

Review: March 2021

Rationale

Health and safety is an important consideration for our company. We will take all reasonable steps to provide a safe and caring environment for our pupils, staff, and any visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1992 and 1999
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- Guidance published by Public Health England

Key Principles: company aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain a safe working procedure amongst staff
- Have procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

UN Rights of the Child:

Article 3: The best interests of the child must be a top priority in all decisions and actions that affect children

Article 24: Every child has the right to the best possible health

In Practice

Roles and Responsibilities

The Company Director has overall and final responsibility for the effective management of health and safety within Stepping to Success. The Company Director is responsible for ensuring that all systems are in place to meet the requirements of the Council's Health and Safety Policy.

The company director oversees health and safety, this is Rosemary Martin.

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Company Director

The company director is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely deliver training and/or workshops
- Ensuring that the premises are safe and regularly inspected
- Providing adequate training for staff
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring all staff have access to personal protective equipment

In the director's absence, the secretary assumes the above day-to-day health and safety responsibilities.

The nominated health and safety lead is Rosemary Martin.

Our staff will:

- Take care of their own health and safety
- Co-operate with the premises on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Ensure that the classroom used is kept in a condition that does not put the children, themselves, or anyone else at risk, i.e. free from hazards, such as trailing leads
- Check equipment is safe before using it
- Ensure that children are either competent to use any equipment they might be using or supervise them in such a way that the risks to their Health and Safety are minimised
- Ensure the safety of the children in the event of an emergency, such as a fire or an accident
- Ensure that the fire precautions are not obstructed within the area under their control

Aggressive Behaviour towards Staff

We do not tolerate any physical or verbal abuse and we have a system in place to record such incidents. We will take appropriate action involving the Council and Police where necessary.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency evacuations are practised at least once a month.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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New staff will be trained in fire safety and 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 also begin immediately
- Fire extinguishers may be used by staff
- The secretary will take a register of all staff
- Staff will remain outside the building until the emergency services say it is safe to re-enter

COSHH

The type of work that we do means that our use of hazardous substances is limited. However, we are aware of our responsibilities under the Control of Substances Hazardous to Health Regulations (1999) and will comply with these where appropriate. We continually review what we hold to see if there are safer alternatives and we assess those hazardous products that we do use to ensure that we use them in accordance with the safeguards advocated by the suppliers.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained, our gas boilers are inspected annually by registered specialists
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Electricity

- The electrical installation is inspected and tested at least every five years by qualified electrical specialists
- Visual checks three times a year to ensure that there are no obvious signs of damage to the system
- Electrical equipment is regularly tested using a portable electrical appliance testing (EAT) system

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture.

Staff are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable

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Accident Reporting
Accident Record Book

Accidents are recorded in the accident book. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The company secretary will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence.

The accident will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.



