

# Cross Keys Learning

## Health & Safety Policy

**This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.**

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**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

## Key Contacts

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This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

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## **1. Introduction**

It is the policy of Cross Keys Learning to ensure, so far as reasonably practicable, the health and safety of its employees whilst they are at work, its pupils whilst studying and others such as contractors and visitors who may be affected by their undertakings and to comply with the Health and Safety at work etc. Act 1974 and all other related and relevant legislation as appropriate.

In addition to this policy statement, Cross Keys Learning will be responsible for developing workplace and external risk assessments and specific health and safety procedures that are required for Cross Keys Learning to undertake its day-to-day operational requirements.

## **2. Aims and principles for the Health and Safety policy.**

The aim of this statement is to ensure all reasonably practical steps are taken to secure the above and thereby adopt the following:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures for all staff and pupils.

Ensure the provision of sufficient information, instruction and supervision to enable all people on the premises to:

- Avoid hazards and contribute positively to their own safety training as and when provided.
- Maintain a safe and healthy place of work and safe access and exit from it.
- Formulate effective procedures for use in case of fire, medical and other emergencies and for evacuating the premises.
- Lay down procedures to be followed in case of accident.
- Provide and maintain adequate welfare facilities.

## **3. Roles and Responsibilities**

### **Cross Keys Learning – The organisation**

- Cross Keys Learning as the employer has a duty in respect of health and safety to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the Director, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.
- The Cross Keys Learning Health and Safety Lead will ensure the overall implementation of the policy.
- Providing the information, instruction, training, and supervision at all levels necessary to ensure that staff and pupils are competent to supervise or undertake their work activities.
- That all staff, pupils and others are made aware of any related hazards and the measures to be taken to protect against them and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.

**Director Responsibilities:**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.
- To include health and safety issues in the school improvement plan, if necessary.
- To carry out regular health and safety inspections which will take place termly and take remedial action as appropriate. CKL will also have an annual H&S inspection carried out by Peninsula business services who Cross Keys Learning contract to support the H&S process.
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- To ensure that emergency evacuation procedures are in place and tested.
- To ensure that adequate first aid provision is available and kept up to date.
- To monitor and review all health and safety policies and procedures.

**Health and Safety lead responsibilities:**

- The focal point for day-to-day references on health and safety and will provide advice or indicate sources of advice to both staff and pupils.
- Co-ordinates the implementation of the approved safety procedures in school.
- Maintains contact with outside agencies able to offer expert advice.
- Will stop any practices or the use of plant, tools, equipment, machinery that are considered being unsafe, until satisfied as to their safety.
- Will make or arrange inspection of premises (which take place at least 3 times per year), places of work and working practices on a regular basis through weekly and termly checks and report on such inspections to the Director.
- To be kept informed of accidents and hazardous situations.
- To review weekly and termly the provision of first aid in the school
- To oversee the emergency regulations and make recommendations to the Director for improving the procedures laid down.
- Will recommend necessary changes and improvements in the school through day to day overview and management of all Health and Safety procedures
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by us.

**NB:** Tasks can be delegated to other staff members, but the responsibility remains with the Director.

**Staff Responsibilities:**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- Have a duty to report all health and safety concerns to the Health and Safety lead or their line manager. This can be done via email or in writing to the appropriate person in SLT.
- All staff and volunteers will be informed of their responsibilities regarding Health and Safety through their induction. They are expected to:
- All staff and volunteers must sign in and out of school using 'BLIP' which is an electronic signing in and out system which is supplied by CKL's Health and Safety contractor – Peninsula and Brightsafe, indicating time of arrival and time of departure.
- Observe good standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire and first aid.
- To always Supervise pupils

**Teachers and support staff are also expected to:**

- Exercise effective supervision of the pupils and to know the emergency procedures and to carry them out.
- Know the special safety measures to be adopted in their own teaching areas and to ensure they are applied.
- Give clear instructions and warnings as often as necessary.
- Follow safe working procedures personally.
- Ensure protective clothing, guards, special safe working procedures are in place to protect self and others where needed e.g. on safety equipment and on additions or improvements to plants, tools, equipment or machinery which are dangerous or potentially so.

**Pupils:**

Pupils will be informed of their individual responsibilities regarding Health and Safety through their induction and are expected to:

- The pupil's will be signed in and out of school via Arbor, indicating time of arrival and time of departure.
- Exercise personal responsibility for the safety of self and class-mates.
- Observe standards of dress and footwear consistent with safety and/or hygiene

- Observe all safety rules of the school and the instructions of all staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

### **Visitors and Contractors Security**

- Only staff to answer the door to visitors and only when and if they feel safe to do so. In the event of being unsure, advice from the Headteacher or Director must be sought.
- If a visitor is not carrying any identification, advice must be sought from the Headteacher or Director
- Unknown visitors or visitors who cannot be identified will not be permitted to enter the school.
- All visitors to school must report on arrival; this is for security and fire reasons. Visitors will be given a badge to wear whilst in school, so they can be identified. This includes parents, work people etc.
- All visitors must sign in and out of school in the official school signing in book, indicating time of arrival, purpose of visit, and time of departure.
- Visitors and other users of the premises, (e.g. delivery personnel), must be required to observe the safety rules of the school.

### **4. School Activities**

- The Headteacher/Director/Health and safety lead will ensure that risk assessments are undertaken and cover all aspects of internal and external activities that take place.
- The significant findings of all risk assessments will be reported, and appropriate actions taken to all relevant staff, contractors and visitors who may be affected.

The Headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and

- All Cross Keys Learning risk assessments will be reviewed on an annual basis or at such time that this is deemed necessary.

### **5. Safe Handling and Use of Substances**

- The Health and Safety lead and Director are responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Director or delegated Health and Safety lead will be responsible for undertaking COSHH assessments.
- The Director or Health and Safety lead will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Director or Health and Safety lead will be responsible for checking that all new substances can be used safely before they are purchased.

- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

## **6. Medication**

- Pupils taking medicines as part of a course of treatment are asked to hand all medicines to designated medicine management lead or into the office on arrival to school.
- Medication will be handed to pupils at the correct time for pupils to self-administer. Staff are not permitted to administer medication to pupils (see administering medication policy for further information)
- Staff must follow the agreed procedure on the pupil's individual risk assessment should they refuse to take their medication. This will include having an appropriately labelled medication box from the pharmacy with dosage and time of taking clearly displayed.

## **7. First Aid**

- The First Aid Boxes are available in the Staff room.
- A First Aid Box must accompany staff always, for all work / activities offsite.
- Each box contains only first aid equipment and a list of contents. First aid items and boxes are replenished as necessary. Staff to raise if any equipment needs to the nominated 1<sup>st</sup> Aid lead.
- If anyone should become ill or suffer injury because of an accident the procedures below should be followed. Note: If a pupil becomes sufficiently unwell, they will be sent home (or taken if appropriate), they will be accompanied by a member of staff, until transport arrives.
- Following any accident, however slight, the accident book must be completed. The accident books are kept in the staff room.

### **First Aid Procedure**

- First aid should be rendered, but only as far as knowledge and skill permit. The casualty should be given all possible reassurances, and if necessary, removed from danger.
- Only authorised, trained First Aiders/Appointed Persons should administer any First Aid. These names will be put on the board in the hallway daily.

### **Transport to hospital:**

- If an ambulance is required, the emergency "999" service should be used.
- In all cases the pupil's consent form must be available immediately.

Parents / carers must be informed immediately.

- It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis.
- If a pupil refuses to attend casualty, parents / carers must be informed immediately to decide the most appropriate course of action.
- No casualty should be allowed to travel to hospital unaccompanied.

## **8. Accident Reporting**

- In the event of any accident (however minor), incident or violent event, and involving employees, visitors, or pupils the reporting form must be completed using the appropriate Staff / Student Accident Book, located in the staff room. All staff will be expected to report the incident on CPOMS (if safeguarding related) to ensure an electronic record is kept of the accident/incident.
- The affected person (or any person acting on behalf of the affected person) should complete and sign the appropriate form.
- The original of the form must be retained in the accident file, and photocopies distributed as required.
- All accidents should be reported and investigated for continuous learning opportunities and preventing further incidents or accidents occurring.

## **9. Fire and Emergency Procedures**

- The Fire/Emergency Procedure is displayed in all teaching areas. (See Fire safety and evacuation plan)
- It is the responsibility of all members of staff to be familiar with this procedure and carry it out when necessary.
- Fire Marshalls will be designated daily.

### **Fire Drill and Evacuation Procedure**

- Ensure the attendance register/signing in/out book is completed every time anyone enters or leaves the premises to ensure a full check of who is present can be carried out effectively. ALL staff should sign in using the 'BLIP' system which will act as a register during a fire drill.
- The Director or Health and Safety lead will ring for the fire service and or the appointed Fire Marshalls will check designated areas are clear and then go to the assembly point.
- There will be a regular fire evacuation drill each term to familiarise staff and pupils.
- Details of all Fire checks carried out are kept in the Fire folder kept in the Director's office.

### **Evacuation Procedure**

- Full details of the fire evacuation procedure are included in the emergency plan. Copies of the fire evacuation procedure must be displayed in every teaching area.

## **10. Consultation with Employees**

Cross Keys Learning are committed to consult with staff members on all aspects of Health and Safety and will undertake the following:

- Consulting with and involving our staff and pupils in matters relating to their own Health and Safety
- Ensuring that Health & Safety is a standing agenda item on all staff meetings.
- Ensuring that staff are fully aware of control measures and emergency procedures that are in place; effective; properly used; monitored and maintained.
- Whilst Health and Safety is everyone's responsibility, Cross Keys Learning will have in place a designated Health and Safety lead who will report to and work with the Director on all aspects of Health and safety.

Ensuring that all staff are kept up to date with best practice in relation to Health and Safety and complying with all relevant legislation and authoritative guidance.



## **11. Staff training**

- Induction training will cover matters of Health and Safety for all members of Cross Keys Learning staff.
- Training for individual staff members will be identified, arranged, and monitored by the Director and Health and Safety lead.
- All staff should also take responsibility for drawing to the attention to their Line Manager any additional training needs they may have in relation to Health and Safety matters.
- All training records for staff will be kept on file and available to any audit processes.

## **12. Complaints about this policy**

If any Cross Keys Learning Staff are dissatisfied with any aspect of the Cross Keys Learning Health and Safety policy, they are encouraged to communicate this to the health and safety lead/Director.