

# Overarching Health & Safety Policy – Whole School

## Embleton View

For the purpose of this document, 'students' refers to all children at Embleton View. However, we refer to primary age children as 'pupils', and secondary age children as 'students'.

### Purpose

Embleton View recognises that it has a legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the school's activities. To discharge its responsibilities, the management of the school will:

- Bring this Policy Statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- Maintain our premises, provide and maintain safe equipment
- Only engage contractors who can demonstrate due regard to health & safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training and ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Proprietors to ensure, as far as is reasonably practicable, the health, safety and welfare of employees, students, parents/carers, visitors and volunteers in any school activity whether it be on the school site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Proprietors, who visit or work at sites under the control of the Proprietors. The employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. The Headteacher manages the implementation and monitoring of the policy. Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietors cannot prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Proprietors will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

### Employer Duties

The Proprietors, Headteacher and senior staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others' personal safety in any of the Embleton View activities, both on and off site. We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised using physical controls or, as a last resort, through systems of work

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

and personal protection. Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

The Proprietors have a duty to:

1. Be familiar with and ensure the school always adheres to the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations
2. Ensure compliance with the Health and Safety requirements Independent School Standards & Regulations (ISSR)
3. Ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the students in our care
4. Where appropriate, ensure that staff and parents/carers are made aware of risks identified and of the systems and procedures we put in place to deal with these risks
5. Provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order
6. To have a clear understanding on actions to take in the event of any emergencies
7. To train and supervise all our staff in the health and safety issues that affect students and ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed
8. Monitor and review this Policy and the various systems procedures in accordance with statutory requirements
9. Comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

Embleton View ensures arrangements are made to safeguard and promote the welfare of students at the school and that such arrangements have regard to any guidance issued by the Secretary of State. Proprietors take into consideration:

- Safeguarding arrangements including safer recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that students can be safe in school
- Procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability
- The systematic and consistent management of behaviour, including the use and recording of rewards and consequences, including written policies to promote positive behaviour
- The provision of a safe and secure school environment, including the elimination of potential risks to students' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of students with priority needs
- The systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- How effectively the arrangements for students' care in the event of sickness, accident or injury are implemented and how our students are supervised during school hours.
- The effectiveness of the school's monitoring and recording systems for students' attendance and punctuality
- How well the school reviews admission arrangements and adjusts ensuring the accessibility of the school's premises and curriculum for all students
- The way we teach students how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, community-based risks
- The views expressed by students, and different groups of students, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying
- How our students are supervised during school hours
- The views of parents/carers, staff, Advisory Board and others
- Effective control regimes to prevent risks arising from animal borne disease, in respect of pigeons, rats or other pests.

#### **Employees:**

All employees must

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules
- Comply with the Health and Safety Policy

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- Dress sensibly and safely for their working environment or occupation
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- Use all equipment, safety equipment, devices and protective clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition and report defects to the POL or Headteacher
- Report any safety hazard or malfunction of any item of plant or equipment to the POL or Headteacher
- Report all accidents to SMT onsite whether an injury is sustained or not
- Attend as requested any health and safety training course
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes
- Make the Headteacher or POL aware of any personal issue that may increase the risk of harm to either themselves, staff they work with or students in their care.

The Act also states that: 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.' All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Proprietors.
- Take part in health and safety training as required, inform their line manager or the Headteacher if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.), and only undertake any task for which they have been trained.
- Take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.)
- Observe standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid.
- Co-operate fully with their employer on health and safety matters, including following safe systems of work and ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order.
- Ensure that storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled.
- Report any defects that they observe in the premises, equipment and facilities. Take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job.
- Report all accidents and near misses immediately to the SMT onsite, whether injury is sustained or not. Ensure incident is recorded using CPOMS and the online accident reporting system.
- Promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures.
- Act as a prudent parent/carer when in charge of students, as they have a duty to under common law.

If employees feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their line manager or the Headteacher and request that it is reviewed. The Headteacher will work with the Director of Operational Development to ensure that the procedures at the school are proportionate, effective and appropriate. Minutes of team meetings including health and safety matters are available to all staff to read. There are regular H&S notices and updates circulated to all staff as required.

### **Child protection**

If an employee or volunteer suspects that a student may be the victim of abuse, they should immediately inform the school's Designated Safeguarding Lead (DSL). It is the Embleton View's policy for the school to comply with the Local Authority's Child Protection Procedures and KCSIE 2024. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures. The school has a separate Safeguarding and Child Protection Policy which is reviewed annually.

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

### **Supervision of students**

In addition to this being built into the day to day working practices at Embleton View, we also have a separate policy that clearly states the school's approach (Supervision of Students Policy). We make professional judgements taking into consideration the age of the students and activities in which they are engaged. No student is to be allowed unattended into areas of the school which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching sessions and will remain locked at all other times.

### **Online Safety**

Please refer to our Online Safety Policy, Safeguarding & Child Protection Policy and Prevent policies. We use only a filtered internet service (CISCO Umbrella) and students are supervised when accessing the internet. Staff use Child Exploitation and Online Protection (CEOP's) teaching materials for specific internet safety advice during online safety week. Parents/carers are asked to sign authorisation for their child to use the Internet through the school's acceptable use form. We also seek parental permission at the start of each year to allow us to use photographs of students or their work on the school's website, or in newsletters and other publications.

### **Arrangements for the Comfort of students and Staff**

- Safe, adjustable heating systems keep the premises warm
- Our windows are safe and allow sufficient light through
- Some doors have safe vision panels fitted so that students can be seen before opening
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged
- Our hot water supply is maintained at a temperature to prevent accidental scalding
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items
- We have sufficient ventilation and air circulation systems
- Fresh drinking water is always available. Water supplies that are not safe for drinking are signed as such.

### **Arrangements for Hygiene**

- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. They are checked daily.
- Only safety-approved cleaning materials are used.
- We have a daily cleaning schedule to cover all areas accessible by students.
- We teach our students about the importance of hygiene and keeping their hands clean.

### **Risk Assessment**

The Proprietors ensure that- (a) the welfare of students at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy in compliance with Health and Safety Work regulations 1999; and (b) appropriate action is taken to reduce risks that are identified. Our Risk Assessment Policy is an integral part of our health and safety procedures and expands on the detail given in this Health and Safety Policy. Our Risk Assessment Policy, when read in conjunction with this Health and Safety Policy, demonstrates that our risk assessment is systematic with a view to promoting students' welfare. Particular attention is paid to key areas of risk such as supervision and school trips/offsite activities. The policy content includes:

- When risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma) and training for staff.
- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

- The results of all risk assessments will be reported to the Headteacher who will prioritise issues and assign resources to undertake remedial/control measures where required.

### **Staff Training in health and safety, including risk assessment**

Embleton View will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. Newly appointed employees could be vulnerable to any risk therefore all relevant health and safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Fire Marshals are trained to perform their duties and will receive refresher training every year.

### **All students are expected, within their expertise and ability to:**

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of Embleton View and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

### **The Curriculum**

We teach the students about health and safety to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. We teach students respect for their bodies, and how to look after themselves. We discuss these issues with the students in Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship; reinforcing these points in Science, where students also learn about healthy eating and hygiene. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

### **First Aid and Medication**

Please refer to the school's separate First Aid Policy and Medication Policy. Embleton View has in place practical arrangements at the point of need, the names of those qualified in first aid and the requirement for updated training every three years, at least one qualified person on site when students are present, ways to show how accidents are to be recorded and parents/carers informed, access to first aid boxes, arrangements for students with particular medical conditions (for example, asthma, epilepsy, diabetes), hygiene procedures for dealing with spillage of body fluids and guidance on when to call an ambulance.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid signs and containers must be identified by a white cross on a green background. A written record will be kept of all first aid administered either on the school premises or as a part of a school related activity. If a student requires medication whilst in the care of the school, the parent/carer should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy.

### **Occupational Health Services and Managing Work-Related Stress**

As a good employer we take our duties and responsibilities regarding the welfare of both staff and students very seriously. Embleton View has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

### **Off-site Visits, Including Residential Visits and School-Led Adventure Activities**

Embleton View has procedures and Risk Assessments for Educational Visits and Off-Site Activities. Residential trips are risked assessed on each individual basis and signed off by the Headteacher and Director of Operational Development. Low risk offsite visits that happen frequently are subject to the Overarching Activity Risk Assessment which all staff are required to read and sign.

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

### **Arrangements for Activities:**

- Trips will be supervised by Embleton View staff. If any parental support is required, it will be ensured that adults accompanying residential trips have an enhanced DBS certificate and must have a copy of the risk assessment.
- We inform parents/carers of plans for events on our premises.
- We always ensure adequate staffing ratios.
- We insist that parents/carers sign consent forms to take the students away from the premises for an outing.
- We ensure that our staff have access to all necessary equipment for outings.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits, Off-Site Activities and Visitors' Policy.

### **Adventure Activities using licensed providers:**

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a licence as required by the Adventure Activities Licensing Regulations now under the purview of the Health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. All Non-standard or Adventure activities must be subject to a structured risk assessment before being undertaken. All assessments must be supported by a backup plan which details measures to be taken in the event of the activity going wrong and participants put at the risk of harm.

Non-standard activities must be supervised by a member or members of staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside the school, who have relevant expertise and appropriate recognised qualifications. Embleton View does not rule out the possibility of undertaking activities which contain an element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

### **Behaviour of any person (including a parent/carer) on the school premises**

Embleton View has a written Behaviour Policy setting out the behaviour expected of parents/carers on the premises and the procedures that will happen when the school wishes to restrict a parents/carers access to school premises because a person is causing a nuisance or disturbance. A parent/carer who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

### **Theft or other criminal acts**

The Headteacher will investigate any incidents of theft. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the student or staff member's personnel file if applicable.

### **Violence towards Staff**

If there are any concerns about the behaviours of visitors, they are required to leave the premises. With reference to students, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical intervention. All adults, including staff, parents/carers and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

### **Manual Handling**

Embleton View has in place comprehensive procedures for manual handling. All staff receive Health and Safety training which includes guidance on manual handling during their induction and are expected to apply the training to appropriate situations.

### **Slips, Trips and Topples**

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting staff will fill in an incident and accident report form for every serious or significant accident that occurs on or off the school site if in connection with the school. This will be kept by the Director of Operational Development on the online accident reporting system. Records should be stored for at least three years or if the person injured is a minor.

### **Preparation for Public Health Incidents**

In compliance with health and safety law, Embleton View has in place proportionate control measures for public health incidents. All risk assessments are regularly, and at least annually, reviewed and updated. Active arrangements are in place to monitor the effectiveness and implementation of control measures.

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*



Some types of control are more effective at reducing infection risks than others. We progress through the following steps to address their risks, considering for each risk whether there are measures in each step we can adopt before moving on to the next one:

1. Elimination – stop an activity that is not considered essential if there are risks attached
2. Substitution – replace the activity with another that reduces the risk. Care is always taken to avoid introducing new hazards through substitution
3. Engineering controls – design measures that help to control or mitigate risk
4. Administrative controls – identify and implement procedures to improve safety e.g. floor markings and signage
5. Having gone through this process, personal protective equipment (PPE) would be used in line with current UK Health Security Agency guidance.

### **Non-Smoking/Vaping:**

Please refer to our Staff Behaviour Policy re smoking. Smoking (including vaping) is not permitted on site. Should we find any member of staff smoking at school we would consider this a serious breach of the terms of employment. We aim to help students know and understand the dangers of smoking/vaping and the harmful effects that it can have on their bodies. We provide students with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip students with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

### **Physical Intervention**

All members of staff are aware of the regulations regarding the use of force to control or restrain children as set out in the Education Act 1996. Embleton View staff do not hit, push or slap students. Staff only intervene physically to hold students to prevent them injuring themselves or others, damaging property or committing a criminal offence and only as a last resort using reasonable and proportionate Team Teach methods. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Headteacher and recorded in the Bound and Numbered book and on CPOMS. The student's parents/carers are informed on the same day. Records are kept of when force is used, and parents/carers are informed. Guidance is given to all members of staff on the circumstances in which 'physical intervention' is allowable.

### **Arrangements for the Safety and Security of Equipment**

The following arrangements are put in place to look after all equipment on the premises as well as any hired or purchased equipment:

- Electrical equipment and installations are checked by competent persons or organisations.
- Gas heating boiler and supply lines above ground are regularly checked (annually) by the Boiler Service Contractor. Access to these is strictly controlled.
- Playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- Regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.

### **Electrical systems**

Embleton View will ensure that all permanent electrical systems and wiring are maintained in good and safe condition. Periodic reviews of electrical systems will be undertaken to support this approach. Portable electrical equipment is visually checked by staff before use and if any defects are noted the item is put out of use. In addition, both school and student owned portable electrical equipment items are subject to a regular check in line with guidance on checking of electrical equipment.

### **Management of Asbestos**

An Asbestos survey has been undertaken with recommendations implemented; the school has in place both a policy, management plan and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

### **Control of Substances Hazardous to Health (COSHH)**

Integral to our COSHH Policy are both the inventory and risk assessments. Only trained staff will be permitted to use the *Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

substance. When evaluating substances, any fumes/gasses/vapours and dusts generated by processes will also be assessed. Contractors will be reminded of their responsibility to notify Embleton View should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If the school feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/students are not present.

### **Working at Height**

Any situations where work may need to be carried out at height are in consultation with the Director of Operational Development. If any work on fragile roofs is required, then this will be sub-contracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement. No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection. We have produced a separate document which relates to staff working at height in our school.

### **School Security**

Embleton View take all appropriate measures to ensure the school is a safe environment for all who work or learn here. We require all visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to always wear an identification badge whilst on the school premises. Staff must report to the school office immediately. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher or school office immediately. The Headteacher will direct any intruder that they must leave the school site straight away. If this does not occur, the Headteacher will contact the police immediately. All sites are monitored by CCTV outside the buildings. CCTV will be shared with the police in the event of an intruder being seen onsite.

### **Reporting Injuries to Insurers**

All injuries which might foreseeably lead to a civil claim for damages should be referred to the Director of Operational Development, who will ensure that the relevant insurer is informed. Where the school receives a claim for damages, then that claim must, without delay, be referred to ALD Group Ltd.'s insurance company.

### **Recording and Reporting accidents to RIDDOR**

The Headteacher and Director of Operational Development ensure that Embleton View complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Embleton View is required to report to the Health and Safety Executive (telephone: 0345 300 99 23):

- Deaths, major injuries, more than seven-day injuries.
- An accident-causing injury to students, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work.
- A specified dangerous occurrence.

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting staff will fill in an accident report form for every serious or significant accident that occurs on or off the school site if in connection with the school. This will be kept by the Director of Operational Development. Records should be stored for at least three years.

### **Selecting and Managing Contractors and those hiring the premises**

When the premises are used for purposes not under the direction of the Headteacher then, subject to the explicit agreement of the Proprietors, the person in charge of the activities for which the premises are in use will have responsibility for safe practices. The Proprietors note their residual responsibility for the control of the premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Proprietors or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are always met. If scaffolding is required to ensure safe access, then competent scaffolding contractors will be used to erect, maintain and take down scaffolding.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. Contractors may not commence work until they have reported to the school and ensured that any permit to work documentation is completed. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Proprietors will take such actions as are necessary to prevent persons in *Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*



their care from a risk or injury. The Proprietors will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have considered the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and safety along with building Contracts undertaken on educational Premises. For Health and Safety purposes, the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- The delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
- The scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.

For the duration of the Works, the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works, who must ensure that Embleton View is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

### **Display Screen Equipment**

Embleton View will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment and associated workstations. All computer workstations will be assessed in accordance with a standard protocol, to identify risk factors arising from the interface between the user, the equipment and the work environment.

### **Noise**

The school will take all appropriate measures necessary to protect employees, students and others from damage to hearing due to noise caused by school or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this can't be achieved then suitable hearing protection will be provided to those who may be exposed.

### **School Transport**

School transport is an integral part of the delivery of offsite education at Embleton View.

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
- Staff must ensure they report any faults or damage to the POL upon visual inspection of the vehicle. The same applies for any sign of damage during travel.
- Staff must ensure they have read and signed the Vehicle Risk Assessment and understood its content.
- Staff must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Staff must not carry unauthorised passengers or unauthorised loads.
- Staff must not use vehicles for unauthorised purposes.
- Staff must not load vehicles above the stated capacity.
- Staff must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- Staff must not drive whilst using a mobile phone or any other electronic device.
- Staff must ensure they adhere to all policies and risk assessments related to the driving and use of school vehicles. These policies extend to personal vehicles when using them to transport students.

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

## Fire Safety

In compliance with the 'Fire Safety Order' (2005) Embleton View has a Fire Policy and an annual Fire risk assessment audit, which is formally recorded and reviewed. The Proprietors comply with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances, develop fire procedures and provide staff training (repeated periodically where appropriate), ensure the safety of staff or anyone else legally on the premises, carry out fire drills and contact emergency services when necessary, appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation), have a suitable system for the maintenance of: clear emergency routes and exits, appropriate signage, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved) and provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

## Personal Protective Equipment (PPE) and required Clothing

Embleton View recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. The school will supply any PPE identified as a required risk control measure within risk assessments for carrying out activities in sessions. Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitation of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

## Health and Safety arrangements during a Pandemic:

A risk assessment would be put in place to protect students and staff at Embleton View, especially those who are vulnerable. The risk assessment will be written by a competent member of staff and circulated to all staff at the start of the pandemic and has been regularly updated to incorporate updated advice from Government. Staff will also have the opportunity to add to the risk assessment. Additional resources will be purchased as required to manage the pandemic e.g. hand sanitizers.

## Health and Safety Committee:

The Health and Safety Committee is the consultative body of the school for health and safety. The Health and Safety Committee meet half termly and is chaired by the Director of Operational Development, attended by the Headteacher and the POL. The Health and Safety Committee will:

- Consider and support the school's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
- Consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any school activity
- Promote health and safety communication and training in the organisation at all levels
- Receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
- Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- Consider reports of internal and external monitoring of the school
- Ensure trends in accident statistics are identified and to make recommendations for action
- Keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
- Consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
- Consider relevant health, safety and welfare matters raised by members of the Health and Safety Committee.

## Legal Status:

- Health and Safety at Work etc Act 1974 (HASAWA), associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations (2006 Amendment and 1999), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (Published 01 September 2014 Last updated 30 April 2020).

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, Headteachers, staff and governing bodies (Published 03 June 2013 Last updated 5 April 2022).
- The school has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0345 300 9923
- Health and Safety: Advice on legal duties and powers (DfE: 2015)
- [Health and Safety: Advice for schools \(DfE: 2022\)](#)
- <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

#### **Applies to:**

- The whole school and all other activities provided by the school, inclusive of those outside of the normal school hours.
- All staff (teaching, support and admin staff), students, the proprietors, agency staff and volunteers working in the school.
- Visitors and contractors accessing the site.

#### **Availability**

- This policy is made available to parents/carers, staff and students as a hardcopy upon request from the school office.



#### **Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher. The Headteacher and/or the Proprietors and/or a suitably appointed delegate will undertake a formal review of the policy, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

#### **Related Documents:**

- COSHH Policy
- Lone Worker Policy
- Lone Worker Risk Assessment
- Fire Safety Policy
- Manual Handling Policy
- Use of Vehicles Policy
- First Aid Policy
- PPE Policy
- DSE Policy
- Supervision of Students Policy
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Prevent Policy
- Overarching Activity Risk Assessment
- Vehicle Risk Assessment

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*

		
Graeme Turner (Proprietor)	Anna Turner (Proprietor)	Craig Bell (Proprietor)
Date Published: 02/08/17	Date Published: 02/08/17	Date Published: 02/08/17
Reviewed:	Reviewed:	Reviewed: 04/09/2018 Reviewed: 03/12/2019 Reviewed: 22/07/2020 Reviewed: 16/06/2021 Reviewed: 20/07/2021 Reviewed: 18/05/2022 Reviewed: 30/05/2023 Reviewed: 15/08/2024

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*