

# Overarching Health & Safety Policy

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## Embleton View

This Policy has been designed and created to provide management and employees of the Service with concise details of their responsibilities with regard to the Health and Safety at Work etc. Act 1974 (HSW) and the Management of Health and Safety at Work Regulations 1999 (Management Regulations).

### Purpose

- To ensure that suitable arrangements are in place to maintain workplace standards.
- To ensure that all staff are aware of their roles and responsibilities in relation to workplace safety.

### Policy

Embleton View will ensure that:

- Adequate resources are made available for the implementation of this policy.
- Arrangements are made for the effective communication of this policy and procedure.
- Workplaces comply with the Workplace (Health, Safety & Welfare) Regulations 1992.
- Workplaces are inspected so they remain suitable for the work that takes place there.
- All areas of the workplace and certain equipment, devices and systems are maintained.
- This policy will be reviewed at least once every two years or sooner if this becomes necessary.

### Procedure

#### Who is responsible for implementing this procedure?

The Director of Operations (DO) and the Headteacher have overall responsibility for management of health and safety and ensuring that workplace standards are maintained. The Pastoral & Operational Lead (POL) has daily responsibility to ensure quality checks are carried out and recorded.

#### What needs to be done? - Workplace design and maintenance

Ensure all common areas are organised to allow people to circulate safely i.e. traffic routes of sufficient width and headroom and work rooms have enough free space. Ensure workstations are arranged to enable employees to carry out their tasks safely and comfortably. Consider the individual needs of the employee, for example:

- Seating.
- Access.
- Height of work materials in relation to the work surface (e.g. within easy reach).
- The needs of disabled people.
- (See the Display Screen Equipment procedure for further information)

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Ensure floors, traffic routes and ground surfaces are well maintained and free from obstructions. Wherever possible, hazards should be cordoned off and then repaired, or removed immediately. Ensure the fabric of the building is regularly inspected, including walls, architectural features and external cladding. Any remedial action should be implemented within designated timescales. This should include: Annual visual inspection of the main elements of the building fabric; Yearly full inspection of the building fabric by a competent person. Floors are of adequate strength and stability for their use and not overloaded.

## **Background**

The Regulations clarify and make more explicit existing law defined in the HSW Act. In addition, the Regulations address the following activities:

- Health and Safety Management
- Work Equipment Safety
- Manual Handling of Loads
- Workplace Conditions
- Personal Protective Equipment
- Display Screen Equipment

## **The Management Regulations**

These Regulations set out general duties that apply to most work activities. They are designed to achieve an improvement in health and safety management and to clarify what is required of employers and employees. The Regulations require the school to take a systematic and organised approach to its responsibilities under the HSW Act.

The specific requirements are:

### Risk Assessment

The Health & Safety Committee is required to assess the risks to the health and safety to all employees and others who may be affected by our work activities. Significant findings resulting from a risk assessment must be recorded and filed. Risk assessments shall only be carried out by competent persons.

### Control Measures

The school are required to put into practice health and safety measures that result from a risk assessment. These measures will cover planning, organisation, control, monitoring and review - in effect, health and safety management.

### Health Surveillance

The Health & Safety Committee will provide health surveillance for employees if a risk assessment indicates that it is necessary.

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### Information

All employees will have access to readily understandable health and safety information in the form of this Policy and other documentation and notices as required.

### Training

The Director of Operations and Headteacher, in liaison with the HR and business manager are required to ensure that all employees have adequate training to do their jobs safely and avoid risks. Temporary workers will be provided with adequate health and safety information.

### **Obstructions at head and shoulder height**

Clearly highlight obstructions that cannot be removed e.g. hazard warning tape and signs. Provide padding for collision hazards e.g. protrusions into walkways or general circulation areas.

### **Display Screen Equipment**

All display screen equipment is to be kept in good working order in line with DSE risk assessment. Staff are also risk assessed on an individual basis if their job role requires them to access a computer for prolonged periods (over an hour).

All staff who are expected to use DSE as part of their job role will be entitled to annual eye checks paid for by Embleton View upon receiving the receipt.

### **Portable Electric Equipment**

All electrical equipment will be subject to a PAT test within the guidelines stated in **HSE guidance note INDG 236**. More detail can be found within the electrical safety policy. Equipment failing a PAT test will be disposed of or repaired by a competent person. Staff are required to take responsibility for ensuring portable electrical equipment is safe before using, and have a responsibility for reporting any damaged items to the Headteacher.

All electrical equipment is checked monthly as part of health and safety quality check.

### **Environmental factors**

Ensure all work areas and traffic routes are well lit, where possible by natural light, and that this lighting is maintained.

Maintain the working environment at 16°C or above, or 13°C if considerable physical effort is required. Provide protective clothing if work takes place in cold environments. Provide thermometers to enable employees to determine the workplace temperature. Provide natural or mechanical ventilation (note: this is in addition to any requirements to provide local exhaust ventilation for removing specific hazardous substances). Regularly clean surfaces (walls, floors ceilings etc.) and furniture, furnishings and fittings. Implement the company no smoking policy to protect employees against passive smoke.

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## **Falls and falling objects**

Provide safety barriers where it is foreseeable that a person may fall and be injured. Ensure barriers are robust (1.1 metres high with an intermediary rail and toe-boards where items may fall). Cover tanks and pits containing dangerous substances or install safety barriers. Provide handrails where there are 2 or more steps and in cases where stairways are wider than 1.8 metres, provide additional handrails down the centre. Provide handrails on both sides of stairways where there is a particular risk of falling, e.g. narrow treads, steep rise, or where the stairs are 1 metre or wider in width. Securely fence the open sides of stairways and landings. Where there is a risk of objects being kicked or falling through gaps in balustrades/handrails then in-fill to prevent this.

## **Use of Contractors**

It is expected that contractors will be used for specialist tasks and assessments requiring the skills and knowledge of a trained and competent professional. Any contractor accessing the site will be subject to the terms outlined in the Visitors Policy. The qualifications of contractors will be checked, either by viewing on the company website or upon request, before the task commences. A contractors log will be kept to ensure quality and consistency of contractors used.

## **Safety signs**

Identify locations where safety signs are necessary. Signs should comply with the following guidance:

Yellow triangular signs – Warning – e.g. electrical hazard

Red circular signs – Prohibition – e.g. no access

Green square signs – Safe Condition – e.g. to fire escape

When positioning signs, make sure the required action is clear and does not conflict with other instructions. Check that signs remain in place and are conspicuous.

## **Employee welfare facilities**

Provide suitable facilities for all employees working on site, including:

- Clean, well ventilated washing and toilet facilities for the number of employees.
- Hot water temperature at washbasins is between 45–50°C to prevent scalding.
- If the temperature cannot be controlled, hazard warning signs are provided stating 'Caution - Very Hot Water'.
- Storage for employees' clothing where reasonable.
- Where necessary, facilities for employees to change into their work clothes.
- Rest facilities where employees can rest and can eat.
- Rest facilities for expectant and nursing mothers. First aid rooms may be used.
- Wholesome drinking (potable) water with suitable drinking utensils. Non-drinking (non-potable) water should be clearly marked.
- Welfare facilities which are clean and in good repair.

## **Summary**

The provisions of the HSW Act and the Management Regulations are fully compatible with the operating principles. We believe that this Policy will provide you with sufficient information to

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understand what your responsibilities are under the current legislation. It will take a little time and effort to fully update our procedures and develop a health and safety management system, but a systematic approach to this matter can only improve the working environment and enhance the services which The Board of Directors provides to their staff.

### **Commercial Considerations**

Market research shows that government bodies and ever more corporate organisations require suppliers to prove that they have in place, and adhere to, a health and safety management policy. Failure to address the provisions of the Health and Safety at Work etc. Act and the Management of Health and Safety Regulations is a breach of the law and can result in penalties including imprisonment.

### **General Health and Safety Guidelines and Accident Prevention**

The guidelines below are intended to provide guidance to staff on general health and safety with more detailed guidelines relating to specific subjects that follow. By following the Health and Safety Policy and these support guidelines, staff will gain an understanding of The Board of Director's approach to health and safety and of the need to comply with numerous statutory requirements in operating the school buildings. The required health and safety standards will also be achieved.

### **Responsibility for Compliance**

Essentially, the responsibility for compliance with these Regulations falls on the person in control of the workplace. Depending on the circumstances this may or may not be the employer but may be the Headteacher or the most senior person present.

### **Recording and monitoring**

The Operational and Pastoral Lead is responsible for delegating an operational quality cycle. This includes details of H&S that are to be checked on daily, weekly and termly timescales. These are to be stored in the offices onsite. Any issues that arise from the operational checks is to be dealt with instantly, added to the quality action plan or notified to the Health and Safety Committee. The content of each check may differ for each building.

### **Links to Other Policies**

Embleton View's overarching Health and Safety Policy simply provides guidance around the schools commitment and responsibility regarding health and safety for staff and students. The policy itself can not account for every eventuality.

Embleton Views H&S also encompasses the schools responsibility regarding;

- COSHH
- Lone Worker Risk Assessment
- Fire Safety
- Manual Handling
- Individual (student) Risk assessment
- Use of Company Vehicles

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- First Aid
- PPE
- Premises policy (for each individual premises)

Separate policies for all of the above are made available to staff.

### **Staff Responsibility**

It is expected that employees of Embleton View make the health and safety of themselves and the students a priority. Employees are provided adequate training but are expected to show competence (common sense) when working in Embleton View environments and supporting students.

This includes;

- Operating in a safe manner
- Ensuring accidents, incidents and dangerous occurrences are reported accordingly
- Risk assessing activities and visits
- Following all Embleton Views policies and procedures

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**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 on placement, the proprietors, Board of Directors, agency staff and volunteers working in the school.
- Visitors and contractors accessing the site.

**Availability**

- This policy is made available to parents, 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 Board of Directors 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.



**Legal Status;**

- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils 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, head teachers, staff and governing bodies (DfE February 2014).
- 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: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)
- <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>.

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**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

	
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