



# HEALTH & SAFETY POLICY

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## Introduction

It is the intention and the aim to provide safe and healthy working conditions for all staff, students, and visitors as far as reasonably practical.

To achieve this, it is necessary that the full co-operation of all staff, students and visitors is willingly given.

This policy has been issued to provide guidance to all on Health and Safety matters to create a safe working environment.

1. Health and Safety is the responsibility of everyone in the provision
2. This document is a summary of all aspects of health and safety and is supported by other policies to cover specific issues.
3. REACH will ensure systems are in place to provide and maintain safe and healthy conditions in all workplaces
4. It is the duty of all staff, students, and visitors to act responsibly and to take all precautions necessary to protect themselves and their fellow workers from injury and preventable illness and ensure they avail themselves of all protective measures, devices and equipment provided for this purpose
5. The operation of the Health and Safety Policy will be monitored by the Provision Manager

## General

REACH Learning Provision notes the provisions of the Health and Safety at Work, etc. Act 1974 which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using premises or participating in the learning provisions activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the Provision and is part of the good education of its pupils.

REACH Learning Provisions aim is "To provide a safe and healthy working and learning environment for staff, pupils and visitors."

The arrangements outlined in this statement and the various other safety provisions made by REACH Learning Provision cannot prevent accidents or ensure safe and healthy working conditions. REACH Learning Provision believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. So far as reasonably practicable Re a c h will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the premises.

## Duties of the Provision Manager

As well as the general duties which all members of staff have (see 4.0) the Provision Manager has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the provision and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Provision Manager is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

The Provision Manager will:

- be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes or practices relevant to the work of the provision
- always ensure the health safety and welfare of staff, pupils and others using the provision premises.

- ensure safe working conditions for the health, safety and welfare of staff and pupils and others using the provision premises and facilities
- ensure safe working practices and procedures throughout the provision including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled.
- consult with members of staff, including the safety representatives on health and safety issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify the training needs of staff and pupils and ensure within the financial resources available that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff, pupils, and others to promote health and safety
- ensure that any defects in the premises its plant, equipment or facilities which relate to or may affect the health and safety of staff pupils and others are made safe without delay
- encourage all staff to suggest ways and means of reducing risks
- collate accident and incident information and when necessary, carry out accident and incident investigations
- monitor the standard of health and safety throughout the provision including all provision-based activities, encourage staff pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- monitor first aid and welfare provision

## Duties of Supervisory Staff

All supervisory staff (e.g., heads of department, co-ordinators, science technicians) will make themselves familiar with the requirements of the Health and Safety etc. Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Provision Manager to have the overall day to day responsibility of their designated area or department.

They will take a direct interest in the provision's health and safety policy and in helping other members of staff pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures, and codes of practice are being applied effectively

- staff, pupils, and others under their jurisdiction are instructed in safe working practices
- new staff working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils, and others
- all plant, machinery, and equipment in the department in which they work is adequately guarded
- all plant, machinery, and equipment in the department in which they work is in good and safe working order
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of plant, machinery, and equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- toxic, hazardous, and highly flammable substances in the department in which they work are correctly used, stored, and labelled
- they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils, and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- all the signs used meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- they report, as appropriate, any health and safety concerns to the appropriate individual

## Duties of All Members of Staff

All staff will make themselves familiar with the requirements of the health and safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work.

They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- as regards any duty of requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

## All members of staff will:

- be familiar with the health and safety policy and all safety regulations as laid down by management
- ensure health and safety regulations, rules, routines, and procedures are being applied effectively by both staff and pupils
- see that all equipment is adequately guarded
- see that all equipment is in good and safe working order
- not make unauthorised or improper use of equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- ensure that toxic, hazardous, and flammable substances are correctly used, stored, and labelled
- report any defects in the premises, equipment, and facilities, which they observe
- take an active interest in promoting health and safety and suggest ways of reducing risks

## Hirers, Contractors, and Others

When the premises are used for purposes not under the direction of the Provision Manager, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 4.0 of this document.

The Provision Manager or the coordinator will seek to ensure that hirers, contractors, and others who use the provision premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are always met.

All contractors who work on the provision premises are required to ensure safe working practices by their own staff under the provisions of the health and safety at Work Act etc. 1974 and must pay due regard to the safety of all persons using the premises in accordance with sections 3 and 4 of the Health and Safety at Work, etc. Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Provision Manager will take such actions as are necessary to prevent persons in his or her care from risk of injury.

Management draws the attention of all users of the provision 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 interests of health, safety, or welfare in pursuance of any of the relevant statutory provisions.

## Risk Assessment

The Provision Manager will ensure that a risk assessment survey of the premises, methods of work and all provision-sponsored activities is conducted termly. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.

## Emergency Plans

The Provision Manager will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the provision. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the emergency plan.

Plans will be agreed by and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

Our business continuity plan will explain this in more detail. These will be given to all staff to read over, agree to and sign.

## First Aid

### First Aid On-Site Officer: Corrine Scott

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents

The number of certificated first aiders will not at any time, be less than the number required by law.

At the discretion of the Provision Manager, other staff will be given such training in first aid techniques as is required to give them a basic minimum level of competence. This level will be the Head Teacher after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the Provision Manager as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the provision. The Provision Manager will determine these locations. They will be prominently marked, and all staff will be advised of their position. The materials will be checked regularly, and any deficiencies made good without delay.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment on the premises.

Any member of staff who is injured whilst on REACH premises must complete a Reporting Incidents and accidents form available from the office.

## **Abuse, Aggression and Violence Code**

The provision recognises the potential damaging effect on an employee's well-being of all categories of violence-actual attack, the threat of violence and verbal abuse. It regards all types of violence as unacceptable and will take effective action to deal with violent incidents.

## **Bullying, Harassment, Victimisation and Discrimination on the grounds of age, disability, gender or gender identity, race, religion or belief, or sexuality- policy statement.**

The provision will not tolerate any type of victimisation and will treat any complaint seriously and take the appropriate course of action immediately.

## **All weather**

Pupils and staff to dress appropriately for all weather conditions.

Allow for regular breaks for staff and pupils carrying out physical exercise during high temperatures. Plan activities suitable for weather conditions

Make sure there is adequate ventilation when indoors to provide a comfortable temperature.

## **Pupils having accidents**

It is important that parents/carers are informed if a pupil has had an accident at the provision that requires attention.

In addition to informing parents/guardians it is important to remember that all accidents should be recorded using the REACH Learning Provision accident form and emailed to the Provision Manager.

It is recommended that the parents/guardian is (where possible) contacted by telephone to be informed that the pupil has received an injury or has been apparently unwell.

Accidents must be assessed to see if there is a health and safety issue and remedial action to be taken as soon as possible to eliminate future risks.



## Administration of Medicines in the Provision

Section 100 Children and Families Act 2014 places a statutory duty on governing bodies of maintained schools, academies, and pupil referral units to make arrangements at school to support pupils with medical conditions. A child's mental and physical health should be properly supported in school, so that the pupil can play a full and active role in school life, remain healthy and achieve their academic potential.

Prescription medication can only be administered in the provision when it would be detrimental to a child's health or provision attendance not to administer it.

REACH Learning Provision will only accept prescribed medicines if they are in-date, labelled, provided in the original container as dispensed by a pharmacist with clear instructions for administration, dosage, and storage. A written record of all medicines administered to individual children will be kept, stating the amount of the prescription drug held in the provision, and how much was administered, when and by whom. The provision will store the medication in a non-portable container, but the pupil should know who holds the key to the container.

If staff must administer the medication, they will do so in accordance with the prescriber's instructions. If appropriate and competent to do so, after consultation with the parents, students are allowed to carry and administer their own medication. They may require an appropriate level of supervision to do so. The pupils must not pass it on to another child, so monitoring arrangements may be necessary. Parents should never be made to feel obliged to attend the provision to administer the medication to the child themselves.

[If a child refuses to take their medication, the provision cannot use force. The parents should be informed so that alternative options can be considered.](#)

When no longer required, the prescription medication should be returned to the parent to arrange for safe disposal.

If a medical emergency occurs and the child needs to be taken to hospital, a member of staff should stay with the child until the parent arrives, or accompany the child taken to hospital by ambulance. If a child does become ill at the provision, they should be accompanied to the provision office or medical room by a suitable person.

For the purposes of indemnity, the administration of medicines falls within this definition and hence the staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked.

[Please also see the REACH Medical emergency policy for more information.](#)

## Contractors in REACH

All contractors involved in building projects/repairs or maintenance should contact the Provision Manager before they arrive at the provision centre.

No intrusive work is to be started without a full survey of the area that will be affected (Intrusive means; drilling, hanging pictures, shelving, dismantling of fixtures etc. Or anything that entails breaking the surface of walls, floors, and ceiling).

No work is to be carried out with pupils on site unless permission is obtained from the Facility Manager, and everyone concerned with the education and safety of the pupils have been consulted.

## Drug related incidents in REACH

Outline the roles and responsibilities of key people in applying this policy

Reinforce and safeguard the health and safety of pupils and others who attend the provision.

Make all staff, pupils, governors, parents/carers, external agencies, and the wider community aware of the provision's approach to drugs.

Enable staff to manage any incidents that may happen, with confidence and consistency, and in the best interests of those involved

Ensure that the response to incidents involving drugs complements the overall approach to drugs education and the values and ethos of the provision.

Provide a basis for evaluating the effectiveness of the provision in managing incidents involving illegal and other unauthorised drugs.

15.7 Outline the roles and responsibilities of key people in applying this policy.

## CoSHH (Control of Substances Hazardous to Health)

It is important to note that any substance used in cleaning and teaching may need a CoSHH Report and Risk Assessment.

**Teaching-** All substances that staff wish to bring into the provision must first be assessed by leaders in charge. All items ordered should be through the provision using the internal ordering system. All substances should be assessed and if required have a CoSHH Report and Risk Assessment

**Cleaning and Caretaking-** all products used in the cleaning of the provision have their own CoSHH Report and Risk Assessment

**Science** – All chemicals used in a science lesson are the responsibility of the staff using the science room to deliver their lesson. They must follow all safety advice regarding the safe use of chemicals.

## Stress Management

The Provision is responsible for the health, safety, and welfare of its staff while they are at work. We recognise the importance of protecting our staff, mental well-being as well as their physical health. The Provision is committed to giving leaders/managers and staff the necessary procedures, information and support they need to:

- Recognise and understand the nature and causes of stress
- Take positive measures to manage stress effectively.

The provision accepts the Health and Safety Executive, HSE, definition of work-related stress which is:

"The adverse reaction people have to excessive pressure or other types of demand placed on them".

The provision acknowledges its general duty of care for its staff under the Health and Safety at Work Act 1974. Similarly, the provision accepts the need to consider the risk of stress-related ill health when meeting its obligations under the Management of Health and Safety at Work Regulations 1999.

The provision acknowledges that anyone can get work-related stress. It is not an illness but, if prolonged or very intense, can lead to health problems. This policy, and the guidance that supports it, is based on the latest information available from the HSE. It includes and promotes the Stress Management Standards approach recommended by them.