

'Be Safe, Belong, Be Inspired'

| | | | |
|--|--------------------------|---------------------------|---|
| School: | Haywards Farm School | | |
| Policy: | Health and Safety Policy | | |
| <p>This policy will be reviewed on an annual basis; however, should a need arise, it will be reviewed when required.</p> <p>This policy will be read, understood, and signed by all staff yearly and when changes have been made in line with government and DfE guidelines and changes.</p> | | | |
| Document Control: Policy works In line with : First Aid Policy, Risk Assessment Policy | | | |
| Date review: | July 2023 | Version: | V4 |
| Date of next review: | July 2026 | Review schedule: | Annual |
| Type of policy: | Statutory | Document reference | HFS Health and Safety Policy 2025-2026 |
| Owner: | Haywards Farm School | Approval: | Proprietors |

Change History

| Version | Date | Description | Change ID |
|----------------|-------------|-------------------------|------------------|
| 1 | July 2023 | Created and implemented | LP |
| 2 | July 2023 | Proprietor Approval | RR/GC/LP |
| 3 | July 2024 | Reviewed | RR |
| 4 | July 2025 | Yearly Review | AW |

Rationale

The Health, Safety and Welfare of employees and pupils in our care is of prime importance to Hayward Farm school. The school expects employees to conform to this policy and to comply with the relevant sections of The Health and Safety At Work Act 1974, management of Health and Safety Regulations (1999 as amended) and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. Hayward Farm accept our responsibilities for ensuring, so far as reasonably practicable, the Health

and Safety of young people, visitors, contractors, freelancers, and all others who may be affected by our operations or activities.

- Provide and maintain a safe work environment.
- Provide and maintain safe work equipment.
- Provide safe systems of work.
- Ensure all employees are provided with information, instruction, training and supervision.
- Seek specialist advice where necessary to determine risks to Health and Safety and the precautions required to deal with them

Haywards Farm School is committed to achieving the highest standards of Health and Safety, and the company Health and Safety policy sets out the management framework to achieve this. It specifies that it is the responsibility of management, who are in a position to exercise control over the activities of their staff, to ensure that those activities are carried out safely.

However, being a safe and responsible organisation ultimately requires everyone to make Health and Safety their priority. It is essential that we all look after our own and each other's welfare and all practice safe methods of working. We must ensure that Health and Safety is central to everything we do.

Organisation Directors

The Head Teacher is responsible for overseeing arrangements for the management of Health and Safety, ensuring that they are implemented and carried out in practice. Other responsibilities include:

- Delegating Health and Safety roles and responsibilities via consultation with staff
- Providing resources for and keeping records of health & safety training and equipment
- Ensuring appropriate dissemination of Health and Safety information
- Reporting to Amegreen Education Ltd any premises related hazards which present a risk to health & Safety, and accidents/incidents reportable under RIDDOR
- Liaising with the emergency services where necessary

Business Manager (Competent Person)

The Business Manager is responsible for the development, monitoring and review of the Health and Safety Policy and the implementation of the arrangements for the management of Health and Safety. Other responsibilities include:

- Compliance with Health and Safety legislation, regulations and Approved Codes of Practice (ACOPs)
- Dissemination of the Health and Safety policy to all employees
- Seeking specialist advice on Health and Safety
- Audit compliance
- Creation and maintenance of the company Health and Safety folder on the server
- Health & Safety induction training
- Assessment and control of premises related hazards

- Review and investigation of accident / incident reports
- Co-ordination of routine services by specialist engineers for fire alarm and fire detection systems, firefighting equipment, and emergency lighting

Fire Safety Officer

The Fire Safety Officer reports to the Head Teacher and is responsible for day-to-day maintenance of systems for fire safety and, in the event of a fire, taking control of an evacuation until the emergency services arrive. Responsibilities include:

All testing will be recorded on our ClearCare Platform, evidence can be provided if requested:

- Monthly tests of emergency lighting keeping
- Regular walk round to ensure Escape routes, Emergency Exits, Fire Doors etc. are kept free from obstructions, maintaining.
- Weekly checks of the fire alarm system.
- Reporting identified fire hazards to the Head Teacher.
- Holding a fire drill every half term.
- Putting into effect emergency evacuation procedures in the event of a fire
- Lock down practise to take place on a termly bases, social stories will be available to students during the academic year.

Staff

All members of staff have a responsibility to:

- Take reasonable care for the Health and Safety of themselves and others affected by their acts / omissions.
- Co-operate with management on Health and Safety issues
- Co-operate in the investigation of any accident or incident that has led, or which we consider might have led to injury.
- Only use equipment which they are competent to use or have been trained to use
- Report immediately any serious or immediate danger
- Report any shortcomings in the arrangements for Health and Safety
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of Health, Safety and Welfare
- Check equipment is safe before use
- Ensure safe working procedures are followed

Failure to comply with Health and Safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Fire Precautions

Instructions for action to be taken in the event of fire are explained to young people, employees, freelancers and volunteers at induction and are posted next to exits. It is the duty of every employee to make themselves familiar with these instructions and to follow them in the event of fire.

Visitors and Contractors are provided with information about what to do in the event of a fire when they sign in.

Fire Safety Officers are appointed for the site. Every employee must make sure that they are aware of the identity of the Fire Safety Wardens and should notify them of any fire hazard of which they become aware.

The person who discovers a fire must raise the alarm immediately by the most appropriate means. The Fire Safety Wardens will liaise with the emergency services when they arrive and take advice from them.

The Business Manager or responsible person is responsible for ensuring that firefighting equipment is checked regularly, that the fire alarm system is checked tested weekly, and that that fire drills take place at least twice yearly and a log book detailing; date and time of the drill, length of evacuation time and any points for action arising from the drill are kept.

The Business Manager or responsible person is also responsible as the competent person for carrying out and updating the Fire Risk Assessment for the premises.

An approved contractor is responsible for conducting the annual test of firefighting equipment inspection.

Hazardous Substances

Clean-up kits are provided for the safe removal and disposal of blood, vomit and other bodily waste, along with a safe system of work and risk assessment.

Administration of Medicines

The school recognises the need to provide support for children who may require medicines at school.

- Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.
- Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parents cannot themselves produce one in isolation as they lack the medical knowledge to do so.
- Staff training BEFORE the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Training must be refreshed at regular intervals.
- Where required the use of Epi-pens in school should be by trained staff following a care plan.
- Where individual care plans identify the need for medical interventions the school will contact their insurer to ascertain what level of insurance cover and controls are required.

Please read in conjunction with the First Aid and Administering Medication Policy.

Accident Reporting and Investigation

All accidents and incidents, however minor, that occur on the site, and every accident or incident to an employee that occurs whilst working on behalf of Haywards Farm School, must be recorded. Accidents/incidents causing more than 7 days' absence (increased from 3 days as of 6 April 2012) from work and those diseases and dangerous occurrences notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), must be reported to the Head Teacher who shall inform West Berkshire County Council.

Any accidents, incidents or near misses will be thoroughly investigated by the Head Teacher to establish immediate and root causes and identify necessary precautions.

If a member of staff or a young person suffers an accident or an incident whilst on another organisation's site, it must, as soon as possible, be reported to the occupier or controller of the site. Parents/Carers must be informed of the accident or incident as soon as possible and it must be reported to Director of Education.

Health & Safety Inspections

The Head Teacher or responsible person undertakes monthly workplace inspections and intermittent spot checks.

Regular (weekly) tours are conducted by the Health and Safety Officer to ensure:

- a) Premises, apparatus, equipment and machinery are regularly inspected, and deficiencies rectified, informing the Head Teacher of any hazards that present a risk to health & safety
- b) A high standard of tidiness is maintained

Staff are required to check any equipment before use (e.g. motor vehicle checks.)

Repairs and Maintenance

Staff should report the following to the Head Teacher or responsible person:

- Any damage or wear and tear to premises / property (including motor vehicles) which may constitute a hazard
- Defective furniture and /or equipment.

Security of premises

Designated staff members are responsible for unlocking and locking the building at the beginning and the end of the day. The school has CCTV and an alarm system which management have access through remotely.

Abusive Parents/Carers

Sometimes aggressive or abusive behaviour from a parent can present a risk to staff and children. The premises are private property and Parents/Carers will generally have permission to be on the premises. However, in cases of abuse or threats to staff, people or other parents, Haywards Farm School may ban parents from entering the school/premises.

It is also an offence under section 547 of the Education Act 1997 for any person (including a Parent/Carer) to cause a nuisance or disturbance on school premises. The police may be called to assist Haywards Farm School in removing a parent / carer.

Responsibilities to Visitors, Volunteers and Contractors

On arrival all visitors, volunteers and contractors will be required to sign the visitors' book and will be provided with:

- An identification badge
- Relevant Health and Safety information (kept in the signing in book)
- ID will be checked

Contractors should inform the Haywards Farm School of their intention to start any work on Haywards Farm School premises before doing so in order that Haywards Farm School can take appropriate action in terms of hazard warning (e.g. asbestos), site protection or notification to others who may be affected by the work.

Haywards Farm School will provide information to contractors on:

- Risks to their own or employees' Health and Safety arising from, or in connection with, Haywards Farm School undertakings
- Precautions in place to address those risks identified above, and identify any persons in Haywards Farm School who are nominated to help in an emergency.

Provision of Information

The Business Manager or responsible person passes information received on Health and Safety matters to all staff. New employees will be informed of all relevant Health and Safety information as part of the induction process.

Health and Safety Policies and Procedures are conveyed to staff at team meetings, and copies are provided on the shared drive. These policies and procedures are reviewed regularly as part of the annual cycle of review, with updates being disseminated to staff at weekly team meetings as necessary.

Health and Safety Training

Haywards Farm School will provide adequate and necessary Health and Safety training for its employees, volunteers and freelancers on:

- Commencing their duties (induction)
- Being exposed to new or increased risks because of changes in work practices, new equipment or new procedures

This training will be revised as appropriate.

The Business Manager will explain the Health and Safety policy to new employees, volunteers and freelancers as part of their planned induction programme. This will include drawing attention to the following Health and Safety matters:

- Health and Safety Policy
- Safe Systems of Work e.g. at risk working

- Risk Assessments
- Fire
- Accident/incident Reporting
- First Aid
- Safe Use of Work Equipment e.g. laptops
- Good Housekeeping
- Hazard Reporting and Maintenance Procedures

Employees with specific responsibilities (e.g. first aiders and fire wardens) will be given additional training as appropriate.

Employees who feel that they have need for Health and Safety training of any kind should notify the Business Manager.

Support & Supervision arrangements

Haywards Farm School provides regular supervision and support for staff working with young people. This is done internally by line managers once every term to enhance the quality of service provided to participants and to acknowledge the potential emotional impact on staff of their work and to provide appropriate support.

Risk Assessments

Haywards Farm School undertakes necessary risk assessments of activities, premises and hazardous substances, including those off site, to minimise risks to the Health and Safety of staff and young people.

The Deputy Head Teacher is responsible for ensuring that necessary risk assessments are conducted and recorded, and that they are used as working documents during activities, and that they are reviewed and updated as appropriate.

All staff are allocated training to support with writing and the implantation of risk assessments, during their induction period. Risk assessments are evaluated by the lead teacher of the trip after each activity and actions are to be acted on if required before the activity takes place again.

Working at Risk

Haywards Farm School defines 'at risk' working as:

- Staff working alone on site
- 1-2-1 work off and on site
- Staff meeting unknown individuals alone off site or at someone's house/unknown location
- Staff driving alone on Haywards Farm School business
- Staff transporting young people
- All staff who feel they are working at risk

Manual Handling

The nature of the work does not require the lifting of heavy loads. Under no circumstances may any employee attempt to lift any object that is too heavy or bulky to be handled by one person. The Business Manager or responsible person brings manual handling to the attention of all staff members during induction.

Control of Substances Hazardous to Health (COSHH)

The Business Manager or responsible person maintains a COSHH register of all substances hazardous to health on the premises. This is kept in the Health and Safety folder. Associated hazards are identified using the Manufacturer's Safety Data Sheet (MSDS) and added to risk assessments relating to the activities in which the substances are used.

Employees, volunteers, freelancers and young people are informed of all necessary precautions to be taken in respect of hazardous substances with which they may come into contact.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the recommendations on the MSDS.

Working in other organisations' premises

Employees should comply with the Health and Safety arrangements of the organisation being visited. Do not take any personal risks. Read, understand and observe any Health and Safety rules and procedures if an employee suffers an accident/incident whilst working other than on the premises, you should report it to the occupier or controller of the site that you are on. As soon as you are able to do so, inform Haywards Farm School of the accident and make sure it is recorded.

Storage

If it is necessary to stack any item, the member of staff must ensure that:

- There is a firm level base.
- The stack is not so high that it becomes unstable.
- Suitable racking is used at all times.
- Goods are stored in accordance with any manufacturer's guidelines.

Checking electrical equipment and Portable Appliance Testing (PAT)

The use of personal electrical equipment on the premises is not allowed, unless the item has been PAT tested. Those wishing to use personal electrical equipment on the premises should bring the item in on the day that PAT testing is scheduled.

Before using any electrical equipment, each employee must check that the plug and cable wires are not damaged. If any damage is noted, no matter how small, it must be reported to the School Business Manager, who will arrange for the appropriate repair or replacement.

When using portable electrical equipment, the nearest socket should always be used. Extension leads should be taken to appliances by the most direct safe route and, if this involves crossing a walkway, the cable should be protected to prevent accidents.

When using extensions or adaptors, these must not be overloaded to eliminate the risk of fire.

Certain items of equipment are dangerous if abused or used incorrectly. When guards and covers are fitted you must ensure that they are in position and in working order before the equipment is used.

A qualified electrician will check all electrical equipment annually to ensure safety (PAT testing). A certificate is provided by the contractor and a written record of these checks will remain on each appliance. The School Business Manager is responsible for ensuring that this annual check takes place.

All staff must use equipment in accordance with operating instructions, instructions given. Any fault with, damage to or concern about any equipment or its use must immediately be reported to the School Business Manager.

Staff must also ensure that electrical equipment is not interfered with and that any damage is immediately reported.

No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

Display Screen Equipment (DSE)

Each member of staff that habitually uses DSE as a significant part of their normal work is subject to the Health and Safety (Display Screen Equipment) Regulations 1992.

Staff should try to organise their work so that they can take frequent short breaks from looking at the screen.

DSE users must complete a self-assessment form that will identify specific actions required to address any Health & Safety concerns related to their use of DSE. These assessments are reviewed if significant changes are made which could affect their validity, for example:

- major change in the software used
- major change in the hardware (screen, keyboard, input devices, etc.)
- major change in the workstation furniture
- substantial increase in the amount of time spent using display-screen equipment
- substantial change in other aspects of the task (for example, requirement for greater speed or accuracy)
- relocation of the workstation
- significant change to the lighting in the area of the workstation.

Regular users of DSE are entitled by law to an eye and eyesight test. Such requests must be made to the School Secretary who will provide details of the correct procedure to follow.

The School Secretary is responsible for conducting and reviewing DSE assessments for regular users.

Sun Protection

Haywards Farm School promotes the importance of using sun protection (e.g. sunscreen, hats, sun glasses etc.) during outdoor activities through its education and mentoring services. Supplies of sun cream are kept in the office.

Haywards Farm School will supply young pupils with sunscreen.

Members of staff supervising young people on outdoor activities will take a supply of sun cream with them for use during the activity. They must not, under any circumstances, apply sun cream to a young person without prior written consent from a Parent/carer. As role models for the young people, the use of sun cream by staff is also encouraged.

Cleanliness

All employees are responsible for maintaining a high level of cleanliness in all areas on site. All waste must be placed in the bins provided.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. The School Business Manager is responsible for ensuring fire exits are kept free from obstruction and a high standard of tidiness is being maintained.

Disposal of Waste

General waste from the building is placed in bins provided at the premises.

It is the responsibility of staff to ensure that all general waste is placed in the wheelie bin located on the premises.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the risk assessment for the activity in which the substance has been used and any safe systems of work provided.

Legionella Control

If Haywards Farm School wasn't on the main water supply it would be conducted to minimise the risk of legionella. The Health Protection Agency has been contracted to undertake a scheme of regular measures and checks. Details of these can be found in the Legionella Policy. A legionella survey has been conducted on the premises and actions identified in the subsequent report are in progress.

Severe Weather

During periods of severe weather, (ice, snow etc.), the Head Teacher will determine whether staff will be expected to travel to the premises and is responsible for communicating the decision to close or open before 8:30am on the day/s affected by the severe weather.

Smoking

Smoking is not allowed on the premises or in any vehicle. Employees and contractors are not permitted to smoke when teaching or supervising young people, when transporting them anywhere or when they may otherwise come into contact with young people. Haywards Farm School is a none smoking school for both pupils, staff and contractors.

Monitoring & Review

This Health and Safety Policy is subject to annual review. The policy will also be reviewed following any changes in legislation, following a change in roles and responsibilities, following the introduction of new processes or equipment, or following any reason that suggests that the policy is no longer valid. This policy will be reviewed and monitored by the sub committee group for facilities and finance.