



**First Thought  
Independent School**

FIRST THOUGHT CARE SERVICES

# Health & Safety Policy

2024-2025

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## 1. Introduction

- 1.1 The School is committed to ensuring the health and safety of all its pupils, staff members, visitors and anyone affected by its activities, and to providing a safe and suitable environment for all those attending its premises.
- 1.2 The School's approach to health and safety recognises that pupils should be able to experience a wide range of activities and the importance of enabling them to learn to understand and manage the risks that are a normal part of life. Health and safety measures should not prevent this from happening but should help pupils and staff to ensure that any activities are carried out safely. With this in mind, the School will adopt a common sense and proportionate approach when assessing and managing health and safety risks.
- 1.3 In fulfilling its health and safety duties, the School will:
  - provide and maintain safe equipment and systems of work
  - assess the risks to staff and pupils and others affected by school activities in order to identify the health and safety measures that are necessary
  - keep an appropriate record of the significant findings of any such assessment
  - introduce measures to manage any assessed risks. Such measures may include fixed term or permanent exclusion for the following:
    - o electrical tampering
    - o fire starting
    - o accessing the roofs of the homes or school
  - inform staff members about the risks and the measures to be taken to manage the risks, and
  - ensure that adequate training is provided to staff members on health and safety matters.
- 1.4 Further details of School's policy and procedures in relation to specific aspects of health and safety are contained in its Health & Safety Handbook. This includes the following policies and procedures:
  - Food safety policy
  - Lone working policy
  - Chemical safety policy

- Accident policy
- Manual handling policy
- Fire precautions and emergency procedures
- Education offsite activities policy and procedure
- Water activities policy
- Swimming policy
- Holiday safety policy (for offsite visits and activities involving overnight accommodation)
- Medical and health policy
- Vehicle policy, and
- Infection prevention and control policy.

## 2. Roles and responsibilities

- 2.1 The School regards the promotion of health and safety matters as a joint responsibility of all management and staff who should work together to minimise the risk of any personal injuries or hazards as far as reasonably practicable.
- 2.2 The [Chief Executive](#) is ultimately responsible for ensuring that the requirements set out in this policy and the Health & Safety Handbook are fulfilled. He will:
- regularly monitor and evaluate the effectiveness of this policy
  - regularly monitor and evaluate the effectiveness of any risk assessments, including those for out of school trips or activities
  - promote a positive and open health and safety culture in the School, and
  - report to the Board of Advisors on key health and safety issues.
- 2.3 Day-to-day responsibility for overseeing health and safety across the School's sites is delegated to the [Health & Safety Advisor](#). He will:
- advise the Chief Executive and senior management on health and safety issues
  - keep and maintain all safety records
  - arrange and monitor regular fire drills

- perform periodic health and safety inspections
- investigate any accidents, and
- assist other members of management with the completion of risk assessments.

2.4 The **Head of Education** is responsible for ensuring that this policy is implemented within the education setting (including whilst pupils are participating in off-site educational activities). She will:

- ensure that the School is following this policy and has effective arrangements for managing health and safety risks that may arise within the education setting
- maintain effective communication with the Chief Executive, the Health & Safety Advisor and staff members, and ensure that the pupils, staff and visitors are given clear information regarding the significant risks on the School site
- ensure that the teaching staff have the appropriate training and competencies to deal with risks in their areas of responsibility
- ensure that teaching staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly, and
- ensure that any educational offsite activities are carried out in accordance with the Education offsite activities policy and procedures.

2.5 **Managers and Department Heads** are responsible for:

- identifying the health and safety risks affecting the staff for whom they are responsible
- liaising with the Health & Safety Advisor in order to assess and take appropriate steps to minimise these risks as far as is possible
- ensuring that all aspects of health and safety are considered so that any necessary and appropriate resources are allocated
- demonstrating their personal concern with health and safety at work by leading by example, and
- ensuring that all members of their team are trained in healthy and safe working practices and are made aware of the safety and health hazards.

2.6 **All other members of staff** must:

- take reasonable care for their own health and safety and that of others who may be affected by their work
- co-operate with members of management on health and safety matters

- carry out their work in accordance with any training and instructions
- make use of any protective clothing, footwear and safety equipment provided
- adhere to safety instructions when using equipment
- familiarise themselves with the fire procedures and when/how to evacuate the School premises
- report any practices, equipment or physical conditions that may be hazardous to their line manager and/or the Health & Safety Advisor
- take reasonable steps to ensure that any equipment they use, particularly electrical equipment, is in good working order, and
- follow the accident reporting procedure in the event of any workplace accident.

2.7 Whilst the members of the [Board of Advisors](#) do not get involved in the day-to-day implementation of this policy, they are collectively responsible for maintaining effective oversight of the School's activities including in respect of health and safety matters. They will:

- work in close partnership with the Chief Executive and senior management team to support sensible health and safety management within the School and to challenge management as appropriate
- take reasonable steps to ensure that the School is following this policy and other applicable procedures, for example through discussion at board meetings and periodic checking that appropriate procedures are in place to ensure that adequate risk assessments are carried out
- ensure that adequate resources for health and safety are available, and
- promote a sensible and prudent approach to health and safety within the School, making use of competent health and safety advice when required.

### 3. Health & Safety arrangements

3.1 The School is involved in a very wide range of different activities, each of which involves different health and safety implications. It would be impossible to set out in this policy a detailed description of all the potential risks involved in each and every activity and the steps that should be taken to reduce or avoid those risks. The general rule is that all staff should adopt a sensible and proportionate approach when assessing and managing health and safety risks. An outline of the arrangements in relation to those activities or events which involve the most obvious risks or health & safety implications is set out below.

### Accidents

- 3.2 The procedure to be followed in the event of an accident occurring is set out in the Accident Policy and the School's First Aid, Medical and Health Policy.

### Administration of medication

- 3.3 The School recognises that the administration of medication involves particular health and safety risks and therefore it is essential that all necessary precautions are taken to ensure that all medication is stored and administered safely. Details of the School's policy and procedures are set out in the Administration of Medicine and Health Policy.

### Chemicals/cleaning materials

- 3.4 The use of hazardous chemicals or substances in the School will be kept to a minimum. The Health & Safety Advisor keeps a COSHH register and assessments. No new chemicals or cleaning materials may be introduced without clearance by the Health & Safety Advisor.
- 3.5 Maintenance and cleaning staff should pay particular attention to the guidance contained in the Chemical Safety Policy contained in the Health & Safety Handbook.

### Fire safety procedure

- 3.6 The CEO will ensure that a Fire Risk Assessment is carried out on an annual basis. The findings of the FRA will form the basis for the management of fire safety at the School. Procedures to be followed in the event of fire will be circulated to all staff, pupils, and visitors. Notices giving instructions concerning what to do in the event of fire will be displayed by all Fire Alarm Call Points and at appropriate positions across the school. A fire drill will be held every term, towards the beginning of term, and relevant details recorded in the Fire Log. All fire safety equipment including, but not limited to, fire extinguishers, fire alarm, fire doors and emergency exits will be regularly tested and maintained by suitably qualified professionals. More details about the School's arrangements in relation to fire safety are set out in the Fire Precautions and Emergency Procedures contained in the Health & Safety Handbook.
- 3.7 All staff must familiarise themselves with the fire procedures and how and when to evacuate buildings. If the fire alarms sound, everyone should leave the building by the nearest clear exit and go to the assembly point given in the fire action notices.

### Risk Assessment

- 3.8 The CEO will ensure that risk assessments are carried out for the school premises, activities, and operations. This duty is delegated to the Health and Safety Advisor to ensure that all premises related risk assessments are carried out and that school departments maintain up to date risk assessments. The assessments will be used to identify health and safety hazards and ensure that, where they cannot be eliminated, the associated risks are reduced or otherwise adequately controlled. The Head of Education will also ensure that curriculum risk assessments are carried out and up to date.

### First Aid

- 3.9 All staff should be aware of the locations of the first aid boxes and the rules regarding their use. Further details of the School's policy in relation to the administration of first aid are set out in the First Aid, Medical and Health Policy.

### Manual handling

- 3.10 Pupils and staff must only lift equipment and furniture within their own individual capability. Manual handling training will be provided for appropriate members of staff. Further details are set out in the Manual Handling Policy.

### Vehicles

- 3.11 Only authorised drivers holding an Authority to Drive Letter are permitted to drive FTIS vehicles. Further details are set out in the Vehicle Policy.

### Consultation

- 3.12 Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils, or visitors to the school.

## 4. Health & Safety training

- 4.1 All staff will receive appropriate training on health and safety matters as part of their induction process. Further ad hoc staff training sessions will be held wherever needed.
- 4.2 Further detailed information on safety matters is set out in the School's Health & Safety Handbook. If any member of staff is in doubt or unsure about any of these important policies or procedures, they should seek further guidance from the Health & Safety Advisor or any senior member of staff.