



# HEALTH, SAFETY AND WELLBEING POLICY

Last Updated: 10/03/2019

## Contents

<b>1. Statement of Intent</b>	2
<b>2. Responsibilities - All employees</b>	3
<b>3. Responsibilities - All managers and supervisors</b>	4
<b>4. Responsibilities – Head Teacher</b>	5
<b>5. Responsibilities - REACH Health and Safety Co-ordinator</b>	6
<b>6. Responsibilities - Governing Body</b>	7
<b>7. Responsibilities for REACH Visits</b>	8
<b>8. Health Protection</b>	10
<b>9. Local Arrangements within REACH</b>	10
<b>10. Health and Safety Competence and Capability</b>	11
<b>11. Communication</b>	12
<b>12. Health and Safety Consultation</b>	12
<b>13. Health and Safety Standards (Status)</b>	13
<b>14. Health and Safety Risk Assessments</b>	13
<b>15. Health and Safety Monitoring and Auditing</b>	14
<b>16. Health and Safety Performance Reporting and Review</b>	14
<b>17. Consequences of Non Compliance with REACH’s Health and Safety Policies and Standards</b>	15
<b>18. Review and Revision</b>	15
<b>Appendix 1: Health and Safety Local Arrangements Notice</b>	16
<b>Appendix 2: Getting help on health and safety</b>	16
<b>Appendix 3: How to raise a health &amp; safety concern</b>	18

# 1. Statement of Intent

The Directors are committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Directors recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of REACH's provision.

This policy reflects our commitment to ensuring that health and safety is paramount to REACH and that effective management of health and safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of REACH.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Directors, Center manager, Senior Leadership Team (SLT), all employees and other key staff.

It also outlines how health and safety is organised within REACH and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of REACH and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This policy will be reviewed annually.

## **2. Responsibilities - All employees**

All employees are responsible for:

### **Control**

- Looking after their own safety and the safety of others affected by their work.

### **Co-operation**

- Co-operating with REACH, by following safe working practices and carrying out their health and safety responsibilities as detailed in the school policies, risk assessments and health and safety standards.

### **Communication**

- Reporting to their Line Manager any hazards they identify and any inadequacies in health and safety procedures.

### **Competence**

- Taking part in any health and safety training and development identified as necessary by the centre manager or their Line Manager.

### **Planning and Implementation**

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.

### **Monitoring**

- Reporting health and safety incidents, in accordance with the REACH's Health and Safety Incident Reporting Procedure.

### **Safe Education**

- All employees are responsible for contributing to the safe education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

### **3. Responsibilities - All managers and supervisors**

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

#### **Control**

- Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.

#### **Co-operation**

- Identifying opportunities to improve the health, safety and wellbeing within REACH, and promoting risk awareness and the development of safe behaviours.

#### **Communication and Consultation**

- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

#### **Competence and Capability**

- Ensuring the health and safety competence and capability of employees under their control.

#### **Planning and Implementation**

- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

#### **Monitoring and Review**

- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with REACH requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their Line Manager, Centre Manager or Directors.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their Line Manager.

## **4. Responsibilities – Centre Manager**

### **Control**

- Ensuring there are appropriate arrangements in REACH for implementing the Health, Safety and Wellbeing Policy, and ensuring that the policy and arrangements are effectively communicated and implemented.

### **Co-operation**

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the REACH site and that, where necessary joint health and safety arrangements are recorded and agreed.

### **Communication**

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that health and safety standards accessed via REACH's data system are made available to relevant employees.

### **Competence and Capability**

- Ensuring that all employees are competent and have the capability to carry out their role/function.

### **Planning and Implementation**

- Ensuring the REACH's Health and Safety Standards (available via REACH's data system) are implemented.
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises.

### **Monitoring and Review**

- Ensuring systems are in place for monitoring and reviewing health and safety in REACH.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly (at least annually) reporting REACH health and safety performance to the Directors.

### **Premises Management**

- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property

consultant.

## **5. Responsibilities - REACH Health and Safety Co-ordinator**

The Centre Manager has been appointed as the Health and Safety Co-ordinator for REACH and is responsible for:

### **Control**

- Establishing arrangements for the effective co-ordination of health and safety throughout REACH.
- Supporting the Head Teachers and SLT in review and revision of the school's health and safety policy, standards and risk assessments.

### **Co-operation**

- Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings).

### **Communication**

- Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers, pupils etc.
- Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate Manager.
- Ensuring that REACH SLT is kept informed of health and safety issues by including them on the agenda of management group meetings.

### **Competence**

- Co-ordinating the identification of health and safety training and development needs to meet the requirements of REACH's health and safety policies, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by REACH.

### **Planning and Implementation**

- Supporting the establishment of adequate arrangements for:
  - First aid
  - Fire and emergency evacuation
  - Reporting of health and safety incidents, hazards and concerns
  - Other day-to-day health and safety procedures as needed.

## **Monitoring**

- Co-ordinating arrangements for monitoring of health and safety standards within REACH.

## **Premises Management**

- Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinating and ensuring compliance with premises related standards and assessments.

# **6. Responsibilities - Directors**

The Governing Body as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governors duties include:

## **Control**

- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.

## **Competence and Capability**

- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by REACH include health and safety competence and capability.
- Ensuring health and safety is part of the performance management of the Head Teacher.
- Ensuring that the Centre Manager has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of REACH activities.

## **Planning and Implementation**

- Ensuring that anyone appointed to undertake construction and maintenance work on REACH premises is competent to do so and that any

construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.

- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work).

### **Monitoring**

- Taking an active part in monitoring health and safety standards in REACH, by requiring the Centre Manager to provide regular reports on health and safety performance to the Directors. Such reports should provide information on action taken in response to outcomes of:
  - REACH health and safety inspections, monitoring checks and incident investigations.
  - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Head Teacher or other members of staff.
  - Any surveys carried out by REACH, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from the Work-Life Support Wellbeing Programme if used).

## **7. Responsibilities for REACH Visits**

The School undertakes educational visits and has appointed an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where REACH has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. REACH's pastoral responsibilities cannot be delegated to other external providers.

REACH has developed a policy on visits beyond the gate of REACH which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for REACH is subject to this policy.
- The visits system, including the school approach to planning, informing,

signing off and supporting visits.

The EVC responsibilities are:

### **Control**

- Developing and implementing procedure for the training, support, planning, monitoring and approval of REACH visits.
- Supporting the Centre Manger and SLT as required with information, visits approval and other decisions.

### **Competence and Capability**

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. First Aid. This must involve training on the school visits policy, and must be updated as necessary.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that Criminal Records Bureau disclosures and safeguarding measures are in place as necessary in line with SET.
- Ensuring their own competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governors, Head Teachers, visit leaders, employees and volunteers in relation to educational visits and the school's Educational Visits Policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.

### **Planning and Implementation**

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to REACH inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

### **Monitoring and Review**

- Monitoring all aspects of the planning of visits to ensure they meet REACH's requirements.

- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Submitting electronically within the timeframes set out by the Local Authority (LA), residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement providing sufficient information on the risk management of the visit. (only if the School accessing the Council's EVC Advisory Service)
- Understanding when it is necessary to seek clearance for some visits from the Directors. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keeping records of individual visit plans (a legal document), as well as reference material for REACH in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

#### **Access to Further Advice on Educational Visits**

- REACH has access to specialist advice on Educational Visits from the LA Education Visits Team.
- This includes access to advice via phone and e-mails, access to the Educational Visits Website and access to the online risk assessment forms.
- Contact details are contained in Appendix 2.

## **8. Health Protection**

The [Health Protection Agency](#) gives advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in School or contact the School nurse at you local NHS clinic.

## **9. Local Arrangements within REACH**

Local arrangements have been implemented in REACH covering:

- Employee health and safety competence and capability
- Failures to comply with health and safety requirements through performance management and disciplinary processes
- Fire and emergency evacuation (including fire risk assessment)

- First Aid
- Communication and consultation of health and safety
- Reporting of health and safety incidents, hazards and concerns
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual Handling, Educational Visits, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height
- Statutory inspection and maintenance of work equipment, plant and service
- Control of (health and safety vetting and monitoring) contractors
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures

## 10. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

REACH considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

**Performance management:** REACH follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Centre Manager, account is taken of the results of health and safety monitoring and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

**Training (legal requirement):** There is a legal requirement to take account of an

employees health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

REACH ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

REACH keeps a record of Health & Safety training undertaken by employees.

## **11. Communication**

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within REACH;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

REACH ensures that health & safety information is communicated through the following ways:

The Staff Handbook and the Emergency Fire Action Plan. Health & Safety updates are also given at the staff meetings and minutes. As part of the induction process, staff are informed that REACH hold a hazard book, the fire evacuation procedure & that all H & S concerns/issues are to be reported to the Centre Manager.

## **12. Health and Safety Consultation**

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within REACH takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with

their Line Manager.

- All employees also have the right to raise health & safety concerns with a Trade Union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or escalated to SLT.

## 13. Health and Safety Standards (Status)

How we do things safely is detailed in the health and safety standards, generic risk assessments and guidance on the Health and Safety pages of REACH's data system. It is important that managers and employees follow these, as they are the way *REACH* ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with REACH by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose *REACH*, or individuals within *REACH* to the risk of prosecution.

If guidance is needed, staff are to approach the Centre Manager who will source the appropriate guidance.

## 14. Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Head Teacher and SLT to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

## **15. Health and Safety Monitoring and Auditing**

REACH has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- Health and Safety Incident Investigation: REACH has an internal system for reporting incidents. The incident numbers and details are reviewed by the SLT and the Directors. Serious incidents are reviewed by a senior member of staff and the findings reported to the Directors.
- Other Monitoring: There are systems in place within REACH which ensure that the following monitoring is also carried out:
  - Termly inspections of the premises (all curriculum / work areas and general areas).
  - Monitoring of contractor operations under the school's control.
  - Routine checks on equipment and electrical, gas, mechanical and other services.
  - Hazard reporting system which is reviewed at least termly by Senior Leadership Team to assess the types of issues being identified and whether they are being dealt with effectively.

## **16. Health and Safety Performance Reporting and Review**

The Directors review the health and safety performance of REACH at least annually. This takes the form of a Health and Safety Performance Report produced by the Centre Manager which includes comment and action and includes information and statistics on:

- health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).

## **17. Consequences of Non Compliance with REACH's Health and Safety Policies and Standards**

It is a requirement for all employees to fulfil their responsibilities as outlined in this Policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

REACH's HR policies give full details on disciplinary policy.

## **18. Review and Revision**

The Directors will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

## Appendix 1: Health and Safety Local Arrangements Notice

<b>Alternative Provision:</b>	REACH
<b>Centre Leader</b>	Gemma Quantrill
<b>REACH Safety Coordinator:</b>	Azeelia Northover
<b>Educational visits co-ordinator:</b>	Lousie Cusiter
<b>TU Health and Safety Representative / Employee Representative:</b>	Azeelia Northover
<b>Report health and safety incidents to:</b>	Azeelia Northover
<b>Report hazards to:</b>	Azeelia Northover
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Azeelia Northover
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Louise Cusiter
<b>Fire marshals:</b>	Lousie cusiter and Sam Kershaw
<b>Fire assembly point(s):</b>	Church field opposite centre
<b>Day and time of weekly fire alarm tests</b>	2nd Monday of every ½ term 11am
<b>First aiders / appointed persons:</b>	Lousie Cusiter, Sam Kershaw, Alex Thomas, Azeelia Northover, Oliver Nash
<b>Where to find:</b>	<b>Location:</b>
<b>Incident / Accident report forms</b>	Backroom cupboard
<b>Hazard book</b>	Online form in google drive.

## Appendix 2: Getting help on health and safety

<b>ECC Contacts</b>	<b>Name(s)</b>	<b>Contact No. / email</b>
Risk Management Consultancy Service – Health & Safety	Support Desk	
Health and Safety Champion for School and Colleges		
Work-life balance / well-being		
Asbestos / legionella / contractor management advice	Refer to property handbook	
Educational Visits Adviser		
Counselling Service (Confidential service)		
<b>Other contacts</b>		
School and College's Property Consultant		
School and College's food safety advisor		
Occupational health advice		
School and College nurse		
Health Protection Agency (Infection control advice):		

# Appendix 3: How to raise a health & safety concern

