



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

Health and Safety Policy

Overview

This document applies to all staff, students and visitors associated with Holton Sleaford Independent School.

At Holton Sleaford Independent School, we recognise that it is our legal duty under the Health and Safety at Work Act (1974) to:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees and students on matters affect their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling of substances.
- Provide information, instruction and supervision for employees, students, contractors, and visitors.
- Ensure all employees are competent to do their tasks and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe working conditions and to review and revise this policy as necessary, and at regular intervals.

Responsibilities

Overall and final responsibility for Health and Safety is that of the Proprietor - Luke Hollingworth.

Day to day responsibility for ensuring this policy is put into practice is that of the Executive Headteacher- Daniel Laughton, with the backing of all members of staff.

To ensure health and safety standards are maintained and improved, all staff and students will:

- Co-operate with the Senior Leadership Team on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.

- Take reasonable care of their own health and safety and that of others.
- Report all health and safety concerns to an appropriate person – Proprietor and Head of School.
- Whenever a potential health and safety problem is identified by staff or students, a member of the Senior Leadership Team must be informed immediately.
- Consultation between management, employees and students is a constant part of the normal working environment.
- It is responsibility of all staff and students to maintain a high level of hygiene and welfare for all. This encompasses procedures outlined in the school's Safeguarding Policy, First Aid Policy and Risk Assessment Policy. The Self-Co Behaviour Tracker will monitor student progress in these areas. This includes both on-site and off-site activities.
- The use of mobile phones will be strictly monitored by all staff and it is essential that students do not use their mobile phones casually but in the event of an emergency are granted permission. If caught, the school's Behaviour Policy will be followed. Staff will carry their mobile phones but will only use them in the presence of a student if it is essential. In the event of a complaint or disciplinary action, the school's Complaints Policy and Discipline Policy will be followed.

Health and Safety Risks arising from our Work Activities

- Risk assessments are to be undertaken by all members of staff.
- The findings of the risk assessments will be reported to the EVC, Schools Risk assessment governor and Head of School and made known to all staff members who will sign to confirm understanding of the assessment.
- Action required to remove/control risks will be taken by a trained member of staff.
- The person responsible for ensuring the action required is implemented is the member of staff supervising the area/activity.
- The responsible person will ensure the implemented actions have been carried out to remove/reduce the risks to a satisfactory level.
- Assessment will be reviewed annually, when the work activity/pupil activity changes, or if an incident or accident occurs, whichever is the soonest.

Safe Plant and Equipment

- In the unlikely event that employees must transport students in their own vehicles, they are to ensure their vehicles are appropriately insured, taxed, and have a current MOT. Employees should provide a copy of their

insurance certificate showing business use, and a copy of their driving licence to the Proprietor. Vehicle Tax and MOT will be checked using the DVLA website.

- Mobile phones must not be used whilst driving. When making or receiving phone calls, ensure the vehicle is stationary with the engine switched off.

Safe Handling and Use of Substances/Hazards

All members of staff have access to the following hazardous products:

- Toners and ink cartridges, which should be handled with care. Rubber gloves should always be worn when replacing toner/ink cartridges.
- Bodily fluids are hazardous substances and should be treated as such. The necessary protective equipment must be worn when dealing with situations involving bodily fluids.
- In the event of Asbestos being discovered in the building, the Head of School will be responsible for the implementation of safety procedures to prevent staff or student exposure.
- The Head of School will be responsible for identifying all substances which require a COSHH assessment. They will be responsible for ensuring all actions identified in the assessment are implemented, and employees and students are informed about the COSHH assessments. Checks will be carried out prior to introduction of substances into the building to assess the suitability for use within the environment, taking into consideration the nature of the students and activities taking place.
- All sources of drinking water will be clearly signposted, and it is the responsibility of the Proprietor to test the quality and safety of the water supply.

Information, Instruction, and Supervision

- Health and Safety advice can be sought from the Proprietor or Head of School and the nominated regulation 7 Health and Safety Advisor.
- Supervision of students and new staff members will be arranged, undertaken, and monitored by the Proprietor and Head of School.
- The Proprietor is responsible for ensuring all employees and students working under the control of other employees, for the purpose of this employment and training, are given relevant health and safety training.

Competency for Tasks and Training

- Induction training will be provided for all employees and students by an appointed and appropriately trained member of staff. Relevant information will also be supplied in the staff induction pack.
- Training records are kept by the Proprietor.
- Training will be identified, arranged, and monitored by the Proprietor.
- It is the responsibility of the Executive Headteacher and Head of Sixth Form to ensure that any students who are to attend a Work Experience placement are competent and capable of carrying out responsibilities safely. It is also essential that the Work Experience establishment is risk assessed and this must be recorded and kept by the Head of Sixth Form. Throughout this process, all associates of Holton Sleaford Independent School will follow the guidance set out by Safety Measures, our external risk assessment provider for work experience placements.
 - The Executive Headteacher or Head of Sixth Form will liaise with parents to ensure they are aware of and happy with the safety procedures carried out.
 - In the event of aggression displayed by a student or towards a student during their work placement, we will follow the school's Behaviour Policy's and Complaints Policy's pathways.

Emergency Procedures – Fire and Evacuation

- The Proprietor and Facilities Manager are responsible to ensure the fire assessment is undertaken and implemented.
- Escape routes are to be checked by all teachers daily.
- Fire extinguishers are maintained and checked by Westgate Fire Services on an annual maintenance contract.
- Alarms are checked by the Head of School/ Facilities Manager and approved by professionals.
- Emergency evacuations take place at regular intervals to ensure new students are familiar with evacuation procedures. Non-ambulant persons will not have necessity to go above ground floor level, as alternative facilities will be provided in the event of a long-term injury. If a meeting is required with a non-ambulant person, alternative facilities will be provided.

Key Handling

- All members of staff will always carry their keys. A record of key checks is kept by the Proprietor.

Accidents, First Aid and Work-Related Ill Health

- All staff must provide a record of any relevant medical issues, which may affect their duties, to the Proprietor.
- Parents of students attending Holton Sleaford Independent School are requested to advise the school of any change of contact details or relevant medical issues relating to their child as and when necessary.
- The first aid boxes are kept in all main sites Westgate House, The Old Mart and Ensign House (locations detailed in First Aid Policy), all school vehicles have a fully stocked first aid kit and mobile first aid kits are available for off-site activities. The Head of School is responsible for maintaining the first aid boxes and ensuring they are always adequately stocked and have not expired.
- The school will ensure there are an adequate number of qualified first aiders to cover any medical needs, every day of the academic year.
- All accidents and cases of work-related ill health are to be recorded in the accident book and electronically, via the SchoolPod. The book is kept by the Proprietor.
- All teachers and students are responsible for reporting accidents, diseases, and dangerous occurrences to the Proprietor, Head of School or a trained member of staff, for further action to be taken if appropriate.
- It is the responsibility of the Proprietor to ensure that if any Personal Protective Equipment (PPE) is required, it is supplied, checked for suitability and easily accessible.
- The Proprietor is responsible for investigating accidents, work-related sickness, and absences, and is responsible for acting on the findings of investigations to prevent a reoccurrence.

Administering Medication

- All students that are prescribed medication, should have it prior to their arrival in a morning, unless in exceptional circumstances or when agreed by home with the Head of School.
- In the event of a student arriving without having taken their medication, it is the responsibility of the Office Manager or the Head of School to

administer the medication. If training is required, this is the responsibility of the Proprietor to plan and ensure it is implemented.

- Medication will be stored safely and securely in a locked cupboard in the school office.

Monitoring

To check working conditions, and ensure safe working practices are being followed, Holton Sleaford Independent School will:

- Carry out risk assessments following renovation or changes of use of any rooms, as appropriate.
- Carry out regular risk assessments for all activities.
- Provide safety training where necessary.
- Investigate accidents.
- Drinking water.
- Noise control (HSE guidance).
- Safety signs to be in place and maintained.
- Lighting and temperature regulation (HSE guidance).

It is the responsibility of the Proprietor/ Facilities Manager to maintain these.

Monitoring Maintenance of Plant and Equipment

- Check that all outside equipment bought to the centre is PAT tested on an annual basis.

Using Outdoor Space

- When using any outdoor area, a risk assessment will be conducted prior to the usage. All risk assessments will follow the school's Risk Assessment Policy.
- When interacting with the public, all staff and students are expected to abide by the school's rules. The Self-Co Behaviour Tracker will store evidence where students have met their individual targets.
- When using off-site facilities, a risk assessment will be conducted prior to the usage. All risk assessments will follow the school's Risk Assessment Policy.
- All risk assessments will follow the guidelines assigned in the school's Supervision Policy.

Recreational time

- Subject to their behaviour, students may be granted recreational use of outdoor areas and in this scenario, the same risk assessments will cover the time as students are still expected to abide by the same expectations.

Further Information

Holton Sleaford Independent School abides by HSE guidance.

<https://www.hse.gov.uk/>

Key Contacts

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<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>18/11/26</u>