



## **Introduction**

1.1 This Health and Safety Policy is to ensure that all staff, pupils and visitors entering Hopefields AP do so with the highest possible degree of safety and in the knowledge that their health and welfare are of paramount importance to us.

1.2 The Directors of Hopefields recognise and accept their statutory responsibility for providing a safe and healthy place of work and working environment, and recognise the need for, and commitment to, the development of effective Health and Safety Management. This is based on the maintenance and development of a culture and framework that is supportive of good health, safety and welfare practices. Our aim is not simply to avoid accidents and hazards, but to motivate and empower employees to work safely and to protect the health of themselves and of others at all times.

1.3 This policy describes the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

1.4 This policy is linked to the school's Safeguarding, Behaviour, Food hygiene, Fire Safety, Trips and Visits and Risk Assessments/policies.

## **Objectives**

- All Hopefields staff members, teaching and non-teaching staff, young people and parents/carers should have an understanding of what our Health and Safety Policy is.
- All members of staff should know what the Hopefields policy is on Health and safety and follow it at all times.
- All parents should know what the PRU policy is on Health and Safety Charging and understand what they should do if it is compromised.

## **Organisation**

The Directors are responsible for:

- Formulating a Health and Safety Policy detailing the responsibilities for ensuring health and safety within the establishment.



- Ensuring that this statement complies with the HSE and the (DfE) Education Department codes of practice.
- Regularly reviewing health and safety arrangements and implementing these where necessary.
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements.
- Receiving from the Directors, or other nominated member of staff, reports on health and safety matters and reporting to the HSE, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting high standards of health and safety.

### Health and Safety Policy

The Director (Alison Laws) is responsible for:

- Taking overall responsibility for the implementation of Hopefields health and safety arrangements.
- All health and safety matters and giving advice or seeking advice where necessary.
- Reporting to the HSE any hazards which cannot be rectified within the school's own budget.
- Ensuring there is no misuse of plant, equipment etc.

### **All employees of the establishment have responsibility for:**

- Taking reasonable care in the health and safety of themselves and others in undertaking their work.
- Co-operating with the employer on all matters relating to health and safety.
- Not intentionally interfering with or misusing any equipment or fittings provided in the interest of health safety and welfare.



- Reporting immediately to their line manager any serious or immediate danger.
- Reporting immediately to their line manager any shortcomings in the arrangement for health and safety.
- Ensuring that they only use equipment or machinery which they are competent to use or have been trained to use.

### **Health and Safety Training**

The Director Alison Laws is responsible for drawing the following health and safety matters to the attention of all staff.

Arrangements for:

- Emergency evacuation, e.g. fire drills and routines, etc.
- Use of emergency fire-fighting equipment.
- First Aid.
- Accident, incident reporting (including violent incidents and verbal abuse).
- Safety inspections.
- Good housekeeping, including defect reporting.
- Manual handling arrangements.
- Asbestos safety.
- Safe use of work equipment (tools, machinery and other equipment).
- Personal safety and security, including lone working policy.
- Handling of chemicals, safe systems of work etc. \_Educational visits and journeys and working off site with pupils/students/young people etc. (See separate Trips and Visits Policy).
- Provision of training.



- Use of personal protective equipment.

Hopefields Education has nominated Alison Laws, Director, to be responsible for co-ordinating health and safety training needs, including details in the Self Evaluation Form. Alison Laws will keep records of training undertaken and will arrange refresher training when necessary.

### **Arrangements**

The following list of arrangements covers the main risks and hazards in educational establishments such as Hopefields Alternative Provision.

Fire Prevention, Evacuation and other Emergency Arrangements

Testing of Equipment and Electrical Safety

First Aid and Reporting Procedures

Lone Working

Signing Out Procedures

Ill Health

Work Equipment

Flammable and Hazardous Substances

Manual Handling of Loads

Health and Safety Inspections

Asbestos

### **Fire Evacuation and Other Emergency Arrangement**

All emergency procedures should be discussed and taken to Alison Laws, Director, including those covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. Details of service isolation points (i.e. gas, water, electricity) are located in the building with the Key Holder for the Robert Atkinson Centre. At Cross Farm, the landowner will always be present when



young people and staff access the land for educational purposes. Emergency procedures for incidents outside normal working hours are held by Emily Greenhalgh and The Robert Atkinson Centre Key Holders; these procedures will be reviewed at least annually.

### **Fire Evacuation and Procedures**

In the event of a fire alarm, staff members will evacuate learners / visitors to the designated assembly point in the car park of the RACC or at the main gate at Cross Farm. The Director or most senior member of staff will summon the emergency services as necessary. Further detailed information is available in the Fire Evacuation Policy.

### **Health and Safety Policy**

The safe evacuation of persons is an absolute priority. Hopefields Staff may attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire-fighting equipment. Staff are aware of the type and location of portable fire-fighting equipment and are trained in its correct use. While evacuating premises, staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors (windows only where sufficient adults to ensure safety of learners). After the event, the Director or responsible person should telephone the Local Authority and advise them of the situation. Fire drills will be undertaken termly and fire alarm tests weekly and a record kept in the HSE Handbook by Alison Laws.

Regular inspections of the premises and grounds are undertaken on a weekly basis, or more frequently if possible.

### **Maintenance of Emergency Equipment and Electrical Safety Testing of the Fire Alarm**

The fire alarm will be tested weekly, normally on a Thursday afternoon by the Designated Fire Safety Person at the RACC. The RACC undertakes an annual maintenance service of all extinguishers in their establishments. Alison Laws will facilitate this.

Smoke detection systems are checked quarterly by the staff at the RACC. Test records are located in the Central Office. Emergency Lighting Systems are to be checked yearly by RACC. Test records are kept in the central office.



### **Electrical Safety**

The RACC arrange for all electrical equipment to be tested annually (PAT testing) by their staff. All Hopefields staff should take care that there are no trailing leads which could cause accidents. The use of extension leads should be limited, and as a purely temporary measure.

Only qualified contractors who possess certificates to do so, should fit plugs and change fuses. Any faults or defects should be reported to the Director in charge of Health and Safety (Alison Laws).

### **First Aid and Reporting Procedures**

Designated First Aiders are Alison Laws and Emily Greenhalgh. New persons will be trained should first aiders leave. Copies of certificates are held in the staff personnel files.

First Aid boxes are located in the following areas:

1 x Hopefields Central Office

1 x Minibus for off-site visits and must be carried whilst in attendance in any off-site location

1 x Cross Farm - PortaKabin

Alison Laws is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly and recorded. The first aid treatment record books for recording details of all first aid administered are kept in the Hopefields Central Office. Details of contact numbers of hospital accident and emergency departments, and other medical services are found in the First Aid book.

### **Reporting procedures**

Staff must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the Hopefields AP Accident Reporting Procedure.

All accidents, dangerous occurrences, verbal abuse, violent incidents and near misses must be reported on the standard Accident Report Book held in the Hopefields Central Office. "Near Misses" must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.



Alison Laws, Director, must countersign the accident report form and a copy must be sent to the Health and Safety Team. Alison Laws must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. will be taken out of use when necessary and will be clearly labelled to that effect.

All deaths and major injuries must be reported immediately to the Health and Safety Executive by telephone. This should be followed by Health and Safety Executive Form, F2508, must be completed and sent to the HSE within ten days of the incident occurring. The Health and Safety Team should also be informed by telephone immediately and followed by form F2508 within 10 days. Health and Safety Executive Form F2508 must be completed and sent to the HSE for absences through accident for periods of 3 days or more or when a non-employee attends hospital following an accident whilst at work. Copies of the form can also be obtained from the Health and Safety team.

### **Lone Working**

Lone working means working alone when the school would not normally be open, for example evenings, weekends and during school holidays. As a rule, there will be no lone working on site and we will always endeavour to have at least two people on site at any given time. However, if an occasion occurs where lone working does take place the following must be followed;

All staff should:

- Obtain the Director's permission and notify her on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone (Refer to Guidance on Personal Safety for Staff in the Education Sector, Section 5.7 of the Health and Safety (Handbook)).
- When working off site, e.g. when visiting homes, permission must be sought from the Director in the first instance. Emily Greenhalgh may have further knowledge of the family/home that is paramount to keeping staff safe. If site is left, it is essential that the Directors know where you are going and estimated time of return.
- Ensure they have means to summon help in an emergency e.g. access to a telephone. Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.



- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt uncomfortable.

### **Signing Out Procedures**

Hopefields Staff and learners should sign out if they leave the school premises during the working day, including lunchtimes, and remember to sign in upon their return. Staff should alert the Directors to where they are going (business purposes) and their estimated time of return.

### **Educational Trips and Visits**

All educational trips and visits must be approved by the Director in advance of activities being organised. Any overnight or hazardous activities need to be carefully planned and permission must be sought from the Parent/Carer, host school and any agencies working with the young person.

For approved activities the names of pupils and staff, time of departure, place and purpose of visit must be logged in the Trips and Visits file held in the central office, a risk assessment needs to be completed prior to any trip off site. For regular trips a generic risk assessment should be completed annually, or more regularly if the site visited changes for any reason.

### **Ill Health**

In the event of ill health, the Director should be informed so that cover can be arranged where required. In the event of frequent or continuing absence, advice / help should be sought from an independent Occupational Health Officer.

### **Pre-employment Health information**

All employees must have undertaken pre-employment information checking before taking up their posts. Monitoring of health during employment rests with each individual employee.

### **Work Equipment /Flammable and Hazardous Substances**

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by Alison Laws. This person will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas.



### **Manual Handling of Loads**

All manual handling activities which present a significant risk to the health and safety of staff whether they involve the manual handling of people or objects will be identified by the establishment's health and safety co-ordinator, who is Alison Laws. These activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so, a risk assessment will be made and the risk will be reduced as far as it reasonably practicable. The Health and Safety Co-ordinator will arrange for a risk assessment to be carried out. Note: This includes activities where the load is quite small but the activity is of a highly repetitive nature. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task. The written risk assessment will take into account the task, load, environment and individual and other factors which might affect the risk to the health and safety of employers or other persons.

### **Health and Safety Inspections**

Health and Safety inspections will take place at least once each term. They will be initiated by the Director, Alison Laws. The nominated person will conduct the inspection jointly with the establishment's health and safety representative if possible, in this case the Officer at the RACC.

### **Asbestos**

The Asbestos Co-ordinator is Alison Laws. The premises Asbestos Log is kept within the RACC Central Office at OnSite Building Trust. Any damage to materials known or suspected to contain asbestos should be reported to RACC. Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Director and to the RACC. Under no circumstances must staff carry out work however minor to the fabric of the building unless it has been authorised by Alison Laws and RACC. Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. If in doubt check with the Director in charge of Health and Safety.