**HEALTH AND SAFETY POLICY**

Implemented on; 07.03.24, 11.01.25

To be reviewed on: 11.01.26

# DISTRIBUTION OF COPIES

Master Copy Head of School Copy One Chair of Governors

Copy Four Health & Safety Representative(s)

Copy Five Staff Room – all staff

Copy Six Administration Office for Visitors, Contractors & Parents Viewing

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# REVIEW PROCEDURES

The Health and Safety Policy for the school will be reviewed at least annually and will be revised as necessary, specifically in light of any visits/inspections from our Health and Safety representatives, or as the result of any concerns, incidents or matters that are deemed to require a review raised by appropriate persons, such as staff members or Union representatives.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

# STATEMENT OF INTENT

The Beehive Independent School and Bee-Leaf Project management team recognise that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school and company.

We are committed to:

* + 1. Providing a safe and healthy working and learning environment for all pupils, staff and visitors, including alternative and off site education
    2. Preventing accidents and work-related ill health.
    3. Meeting our legal responsibilities under health and safety legislation as a minimum
    4. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
    5. Ensuring safe working methods and providing safe work equipment.
    6. Providing effective information, instruction, training and supervision.
    7. Consulting with employees and their representatives on health and safety matters.
    8. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
    9. Setting targets and objectives to develop a culture of continuous improvement.
    10. Ensuring adequate welfare facilities exist throughout the school.
    11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

# Name: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

# (Chair of Governors)

# Name: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ (Headteacher / Head of School )

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# ORGANISATION

# 1.0 INTRODUCTION

1.1 In order to achieve compliance with the Statement of Intent the Company and School’s management team will have additional responsibilities assigned to them as detailed in this part of this Policy.

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# THE BEEHIVE SCHOOL’S LOCAL GOVERNING BODY (LGB) / BEE-LEAF PROJECT SLT

* 1. The LGB / SLT is responsible for ensuring that:
     1. The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
     2. The Head of School / CEO is aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
     3. Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
     4. Sufficient funds are set aside with which to operate safe working practices.
     5. Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

# THE HEAD OF SCHOOL / CEO

* 1. Reporting to the Governing Body, the Head of School (or the CEO for Bee-Leaf Project) has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.
  2. The Head of School / CEO will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
  3. The Head of School / CEO provides the final authority on matters concerning health and safety at work.
  4. The Head of School / CEO will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of

those risks in an appropriate manner.

* 1. The Head of School / CEO delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Health and Safety Representative.

# THE PERSON RESPONSIBLE FOR HEALTH AND SAFETY

* 1. The Health and Safety Representative will consult with and advise the Head of School and CEO on health and safety policy. Acting for and on behalf of the Head of School, he/she has the responsibility for implementing and monitoring the policy, principally through the Head of School.

The Health and Safety Representative achieves this by ensuring that:

* + 1. This Policy is clearly communicated to all relevant persons.
    2. Appropriate information on significant risks is given to visitors and contractors
    3. Appropriate consultation arrangements are in place for staff and their safety representatives.
    4. All staff are provided with adequate information, instruction and training on health and safety issues.
    5. Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
    6. Risk assessments of the premises and working practices are undertaken.
    7. Safe systems of work are in place as identified from risk assessments.
    8. Emergency procedures are in place.
    9. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
    10. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
    11. Arrangements are in place to inspect the premises and monitor

performance.

* + 1. Accidents are investigated and any remedial actions required are taken or requested.
    2. The activities of contractors are adequately monitored and controlled.
    3. A report to the Governing Body on the health and safety performance of the school is completed termly.

# TEACHING/NON-TEACHING STAFF (including Mentors) HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

* 1. This includes any Senior Management Team, Administration Staff, Mentors and Health and Safety Representative. They must:
     1. Apply the school’s Health and Safety Policy to their own department or area of work and be directly responsible to the Head of School for the application of the health and safety procedures and arrangements.
     2. Develop policies and procedures that identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
     3. Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
     4. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
     5. Resolve health, safety and welfare problems that members of staff refer to them, and refer to their Head of School / CEO any problems to which they cannot achieve a satisfactory solution within the resources available to them.
     6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
     7. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
     8. Ensure all accidents are investigated appropriately.
     9. Include health and safety in the annual report for the Head of School.

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# SPECIAL OBLIGATIONS OF TEACHERS

Teachers are expected to:

* + 1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
    2. Follow the health and safety procedures applicable to their area of work.
    3. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
    4. Ensure the use of personal protective equipment and guards where necessary.
    5. Make recommendations to their Head of School on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
    6. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

1. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
2. Regularly check their classrooms for potential hazards and report any observed to the premises manager.
3. Report all accidents, defects and dangerous occurrences to the Head of School or Health and Safety Representative.

**7.0** **STAFF RESPONSIBLE FOR OVERSEEING THE USE OF THE SCHOOL KITCHEN**

7.1 Staff who are involved in the use of the school kitchen for reasons such as food technology and provision of school lunches must;

* + 1. Be familiar with the school Health and Safety Policy.
    2. Prepare risk assessments for all catering activities.
    3. Ensure that all kitchen staff are instructed and informed to work in accordance with

these documents.

* + 1. Inform the Head of School of any potential hazards or defects.
    2. Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Head of School, unless prior arranged via the curriculum or lesson plans.

* 1. **STAFF RESPONSIBLE FOR OVERSEEING THE USE OF THE SCHOOL OUTDOOR SPACE**
  2. Staff must always supervise students whilst using the outdoor space, being mindful of the relevant risk assessment particularly related to traffic and vehicles in the area
  3. Staff must inform the Head of School of any potential hazards or defects.
  4. **USE OF COMMUNAL AREAS**
  5. The communal areas of the school building must be supervised sufficiently by school staff when in use. Particular supervision should be given when students are using electronic items and devices.
  6. The windows in the communal area must be restricted to prevent access/exit.
  7. All fire doors must remain closed when communal room is in use

# HEALTH AND SAFETY COMMITTEE

* 1. The School’s Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet four times per academic year as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative
  2. The Committee will review all health, safety and security matters, including a review of policy at least annually.
  3. The Committee will advise the Head of School and/or the manager responsible for health and safety, of any current issues in respect of Health, Safety and Security.
  4. Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

# OBLIGATIONS OF ALL EMPLOYEES

* 1. All employees must:
     1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
     2. Observe all instructions on health and safety issued by the Governing Body / Senior Leadership Team or any other person delegated to be responsible for a relevant aspect of health and safety.
     3. Act in accordance with any specific Health and Safety training received.
     4. Report all accidents and near misses in accordance with current procedure.
     5. Know and apply emergency procedures in respect of fire, first aid and other emergencies.
     6. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
     7. Inform their Line Manager of all potential hazards to health and safety, in particular
     8. those which are of a serious or imminent danger.
     9. Inform their Line Manager of any shortcomings they identify in the School / Company’s health and safety arrangements.
     10. Exercise good standards of housekeeping and cleanliness.
     11. Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
     12. When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

# OBLIGATIONS OF CONTRACTORS

* 1. When the premises are used for purposes not under the direction of the Head of School, then***, subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
  2. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head of School or Health and Safety Representative of any risks that may affect the school staff, pupils and visitors.
  3. All contractors must be aware of the School / Company’s health and safety policy and emergency procedures and comply with these at all times.
  4. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School / CEO or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

# PUPILS

* 1. Pupils, in accordance with their age and aptitude, are expected to:
     1. Exercise personal responsibility for the health and safety of themselves and others.
     2. Observe standards of dress consistent with safety and/or hygiene.
     3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
     4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# 12.0 PROCEDURES AND ARRANGEMENTS

**12.1** **Introduction**

The following procedures and arrangements have been established within our school and company to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

# 12.2 Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Head of School / CEO (or designated responsible person) who will ensure that the accident is

investigated and reported to the Governing Body and the Health and Safety Representative as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn’t do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

# 12.3 Asbestos

There is no identified asbestos in the school building.

# 12.4 Contractors

The Health and Safety Representative is responsible for the selection and management of contractors in accordance with the school policy.

**12.5** **Curriculum Safety *(including Alternative Education and off site activities)***

All school staff are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The overall responsibility for ensuring adequate and comprehensive risk assessments are in place falls to the Director of Education. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

# 12.6 Display Screen Equipment

The Head of School is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

# 12.7 Educational Visits and Journeys

The Head of School is responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips and off site activities / alternative education, which all teachers must be familiar with.

For Alternative Provision, the Bee-Leaf Project SLT are responsible for ensuring that all school trips are managed in accordance with the relevant policy.

# 12.8 Electrical Safety

The Health and Safety Representative is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The Health and Safety Representative will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the appropriate body/agency.

All staff must be familiar with school procedures and report any problems to the Health and Safety Representative. Staff are reminded that they must not bring electrical equipment into school unless it has been tested and deemed as safe.

**12.9**  **Location of the School Building**

The site location presents its own specific risks which are addressed in their entirety in the relevant risk assessment. It is the responsibility of the Head of School and Health and Safety Representative to ensure this risk assessment is updated and reviewed regularly, giving attention to changes in environmental factors, such as increased traffic periods.

# 12.10 Fire Precautions and Emergency Procedures

The Head of School for The Beehive and the CEO for Bee-Leaf Project are responsible for ensuring:

1. That a Fire Risk Assessment is completed and reviewed annually.
2. That the school emergency plan and evacuation procedures are regularly reviewed.
3. The provision of fire awareness training to all staff.
4. That an emergency fire drill is undertaken every half term.
5. The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Health and Safety Representative is responsible for:

1. The formal maintenance and regular testing of the fire alarm and emergency lighting.
2. The maintenance and inspection of the fire fighting equipment.
3. The maintenance of exit/escape routes and signage.
4. Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

# 12.11 First Aid

The names of the school’s qualified First Aiders are displayed on the notice board in each site.

First Aid supplies are kept in a secure but accessible location on each site. It is the responsibility of the nominated person to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

# 12.12 Hazardous Substances

The Health and Safety Representative is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturer’s instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Director of Education / Head of School / CEO. The Health and Safety Representative, in conjunction with local staff, will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in Design and Technology and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

12.13 **Inclusion**

The school complies with the Local Authority policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Director of Education and Head of School are responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil’s needs and receive such training as is necessary for them to be able to support the pupil’s learning, social and personal needs.

The SENCO and curriculum leaders where appointed must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Director of Education / Head of School.

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# 12.14 Lettings/shared use of premises/use of Premises outside School Hours

The Director of Education is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Director of Education is responsible for managing procedures around the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

# 12.15 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Please see Lone Working Policy for further guidance.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. The Beehive and Bee-Leaf Project Learning Mentors will carry out a high level of lone working.

Lone workers should not undertake any activities that present a significant risk of injury.

# 12.16 Managing Medicines & Drugs

Should a pupil require access to medication during the school day, a signed letter of consent must be obtained from their parent/carer.

Staff must notify the Head of School if they believe a pupil to be carrying any unauthorised medicines/drugs so that the pupil’s safety can be ensured.

The Beehive and Bee-Leaf Project policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

# 12.17 Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Health and Safety Representative.

Where school / company staff hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of use and reported to the Health and Safety Representative. Staff must not attempt to repair equipment themselves.

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# 12.18 Manual Handling and Lifting

The Head of School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves and should ask another staff member for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

# 12.19 PE Equipment

The majority of Physical Education provided within The Beehive School’s curriculum, and as part of Bee-Leaf Project Alternative Provision, will take place off site. The Head of School (and SLT for Bee-Leaf Project) are responsible for ensuring that these activities are safe for the age and abilities of the pupils, are staffed adequately and have been risk assessed. Pupils must be supervised while in PE related activities at all times.

# 12.20 Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Head of School’s responsibility, in discussion with the Health and Safety Representative to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health unless there is a health reason that a person is unable to wear PPE.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head of School.

# 12.21 Risk Assessments

It is the Head of School’s responsibility, in discussion with the Health and Safety Representative to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head of School is responsible for undertaking general risk assessments with the exception of the areas listed below.

Where appointed, Heads of Department will undertake risk assessments for their specialist areas. Otherwise, this responsibility will fall to the Head of School.

The Health and Safety Representative will support the Head of School to undertake risk assessments for maintenance, cleaning and catering.

The Head of School will ensure that all staff who organise and lead school visits complete risk assessments.

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# 12.22 Security/Violence

The Head of School, supported by the Health and Safety Representative is responsible for the overall security of the school site and including regular checks of the boundary walls / fences, entrance points, outbuildings and external lighting. Local caretaking staff will assume responsibility of these checks for their sites reporting any issues to their Headteacher and the Health and Safety Representative.

The Director of Education is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil, parent or visitor*.*

Staff must challenge any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

# 12.23 Site Maintenance

The Health and Safety Representative has overall responsibility for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. Local caretaking staff will assume responsibility of these checks for their sites reporting any issues to their Head of School / Director of Education. He/she will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head of School.

All staff are responsible for reporting any damage or unsafe condition to the Head of School immediately. A maintenance log book is kept in the main office and office staff will contact them by mobile if the matter is urgent. (This system may be superseded by an online system in the future).

# 12.24 Smoking

It is illegal to smoke anywhere in the school premises.

# 12.25 Staff Training & Development

The HR Manager is responsible for the annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process. All staff will receive fire awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the INSET days in each new school year.

# 12.26 Stress

The School Governors and Head of School are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

* An environment in which there is good communication, support, trust and mutual respect.
* Training to enable them to carry out their jobs competently.
* Control to plan their own work and seek advice as required.
* Involvement in any major changes.
* Clearly defined roles and responsibilities.
* Consideration of domestic or personal difficulties.
* Individual support, mentoring and referral to outside agencies where appropriate.

This role will be adopted by the Chief Operating Officer for Bee-Leaf Project.

# 12.27 Swimming

Each venue is visited by a lead member of staff and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility.

Normal Operating Procedures;

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside. All teachers and pupils are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

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# 12.28 Visitors

All visitors must sign in and out at the school reception desk. This includes parents and temporary staff or other agencies. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

# 12.29 Working at Height

The Health and Safety Representative is responsible for the purchase and maintenance of all ladders in the school. All ladders will conform to BS/EN standards as appropriate.

The Health and Safety Representative is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that `working at height’ applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Staff must not work at height when they are alone. If staff are planning to use a step ladder, support should be sought from another member of staff, including another person holding the ladder steady and passing any materials that are needed. Staff should not have their knees any higher than the top platform of the ladder. Staff should not overreach, and should always keep one hand free on the ladder to steady themselves.

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# HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name:

Employees signature:

Date of Signature: