



Health and Safety Policy

June 2023

Review June 2024

General Principles

Exceptional Ideas Ltd has a statutory duty to provide a safe place of work and healthy working environment for all its employees. The school's responsibility is to ensure as far as is reasonably possible, the health and safety of all who enter the premises.

This policy makes an unequivocal commitment to high standards of health and safety. We seek to maintain, and improve progressively, the environment of the school and other workplaces in order to ensure the health, safety and welfare of all its users. We intend to comply with all relevant legislation. We intend to ensure that everyone has sufficient information and appropriate training to fulfil their responsibilities.

Brett Runchman retains overall responsibility of health & safety at Exceptional Ideas Ltd and is the designated Health and Safety Officer, however, we have a nominated health and safety staff in each premises:

Teaseldown – Mia Jadeja
Brook View – Debbie Mason
Primrose Hill – Daniella Beswick

Link to other policies:

Lockdown Procedure
Risk Assessment Policy
Fire Risk Assessment
First Aid Policy
Safety First Restraint Reduction Policy
Cleaning up and Dealing with Bodily Fluids
Missing Child Policy
Exams Policy – Evacuation / Invacuation
Fire Evacuation Policy.

We seek to create an environment within the school where everyone:

- is aware of their responsibilities to each other,
- act in responsible ways, consistent with others' health and safety,
- safeguard and promote the health and safety of others.

The policy relates specifically to health and safety on the school site. Employees are, however, expected to take similar precautions, and adopt similar practices and procedures, whilst engaged in activities away from the school and may need to adhere to Health and Safety policies of other centres or organisations.

All employees organising educational visits must comply with the Essex / Suffolk County Council guidance on Educational Visits as well as procedures identified in the staff handbook, risk management policies and the Missing Child Policy.

We undertake to make arrangements for consultation and participation in decision-making in matters relating to health and safety, between teaching and non-teaching staff, representatives of trade unions and professional associations and students.

Failure on the part of employees to follow this policy may render them liable to:

- prosecution under health and safety legislation,
- disciplinary action, under the school's disciplinary procedures and policies.

The Directors seek to promote health and safety by providing, as far as is reasonably practical:

- healthy and safe working practices and working conditions,
- information, instruction and training in safe working methods and practices,
- first aid facilities; and employees trained in first aid,
- safe premises and equipment,
- safe arrangements for the handling, storage and use of materials and substances (COSHH),
- systems for the establishment and maintenance of codes of practice and the use of risk assessment,
- safe access and egress, including evacuation and invacuation procedures,
- appropriate security arrangements,
- effective communication systems for issues of health and safety,
- periodic checks on the safe operation of equipment.

This policy will be reviewed annually to ensure that it complies with legislation and local conditions.

Director's Responsibilities

In particular, Brett Runchman, Director, will complete a monthly audit of Health and Safety practices across the organisation and record evidence of such on the monthly health and safety audit tool.

It is the Director's responsibility to ensure that the following standards are complied with. The Director will work with the nominated health and safety staff members listed above to ensure that planned checks are completed:

- be aware of the requirements of health and safety legislation and codes of practices relevant to their areas of responsibility.
- ensure the health, safety and welfare of all personnel using the premises or taking part in any activities for which they have responsibility.
- ensure safe working practices and procedures,
- consult with employees on health and safety issues,
- identify training needs of employees and students and ensure, within the resources available, that these needs are met,
- collate accident and incident information and when necessary, carry out investigations,
- monitor the standard of health and safety throughout the school,
- monitor first aid and welfare provision,
- arrange systems of risk assessment,
- ensure that toxic, hazardous and highly flammable substances are correctly stored,
- ensure compliance with and monitoring of this policy,

- ensure safe methods of working exist and members of staff are instructed in safe working practices,
- undertake regular monthly safety inspections as required by the Director or as necessary,
- ensure that any defects in the premises, equipment or facilities are made safe,
- identify premises defects and deal with them as appropriate. Where they cannot be dealt with, ensure the area is made safe.
- complete training in managing Health and Safety on a 3-year rolling programme.

Employee Responsibilities

The Duties of all Employees

All employees will make themselves familiar with the requirements of **Health and Safety at Work etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to their area of work. They should:

- take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work.
- co-operate with his/her employer to enable the employer's duties to be performed or complied with.

All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

All employees have a responsibility to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety.
- support measures implemented to meet statutory requirements.
- be aware of, support, implement and comply with this policy.
- set a good personal example through safe behaviour.
- make use of protective equipment available and follow procedures established for safe working; and to ensure that all others do the same.
- familiarise themselves with emergency evacuation procedures.
- familiarise themselves with lockdown and emergency evacuation arrangements.
- report promptly all concerns about health and safety, accidents, reportable diseases, and dangerous occurrences.
- satisfy themselves, when using tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing equipment, that it is suitable for its intended use and complies with appropriate safety regulations.
- teach safety as an integral part of courses, both by formal teaching and example; and prohibit any student who refuses to adopt safe working practices from taking part in the lesson or activity or adopt control measures identified within the student's dynamic risk assessment.
- Director to complete Health & Safety Level 3 training every three years with an outside agency.
- Every member of staff will have a walkthrough training annually with the nominated health and safety person.

In particular, all employees will:

- use the correct equipment and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of equipment.
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored, labelled and correctly disposed of.
- report any defects in the premises, equipment and facilities which they observe to the building's chat on WhatsApp.
- take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the senior management team.
- report any health and safety concerns to the appropriate person and take positive, corrective action where necessary to ensure the health and safety of all staff, students and others.
- ensure all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
- ensure appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas in which they work.
- complete annual mandatory training in COSHH and Health & Safety.
- All staff who have access to food preparation will complete a Food Hygiene course on a 4-year rolling programme.

Students

Students are expected to:

- exercise personal responsibility for safety of themselves and others.
- observe the safety rules of the school and, in particular, the instructions of staff given in an emergency.
- be aware of basic safety evacuation procedures.
- report unsafe matters and to voice concerns about health and safety through their mentors or any other employees as appropriate.

Arrangements and Procedures

Accident Reports

All accidents and injuries to any person on the school premises are to be reported to Brett Runchman, Director.

Forms are available on Level 3a/ Forms and Templates.

Completed accident reports are emailed to Brett Runchman and entered into the school's online accident logbook by Senior Administrator Paula Stacey.

Any accident involving a student should be investigated immediately and outcome communicated with parent / legal guardians.

First Aid

The school has a specific First Aid Policy.

The school will adhere to the Code of Practice as laid down by the Department for Education.

A designated member of staff for each premises will undertake Level 3 British Red Cross training in first aid techniques as is required to give them a basic minimum level of competence. This is to be refreshed every 3 years.

Supplies of first aid material are held in the school office and the school vehicles.

In the event of medical assistance being required during school hours, the designated first aider will be contacted.

If in doubt staff must contact the emergency services directly.

A record will be made on an accident form of each occasion that first aid treatment is given either on school premises or related buildings or as part of a school related activity.

Evacuation Procedures

The school has a specific fire evacuation policy for each school.

Directors ensure that an emergency procedure is in place to cover all foreseeable major incidents which could put at risk the occupants or users of the premises. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life,
- prevent injury,
- minimise loss.

This sequence will determine the priorities of the emergency plan.

Staff, students and users of the school site and other locations will rehearse this plan 6-monthly in line with PEEP reviews.

All students have a personal emergency evacuation plan (PEEP).

All staff required by the Health & Safety at Work Act (1974) have a personal emergency evacuation plan, e.g., maternity/occupational health.

A designated Fire Marshall in each premises undertakes Fire Marshal training on a 3-year rolling programme.

Invacuation Procedure

The school follows an invacuation procedure outlined in the Data Protection (Exams) Policy.

Lockdown Procedure

The school follows a formal lockdown procedure to be implemented when needed to protect the safety of staff and students from break in by dangerous individuals this is also detailed within the data protection exams procedure.

Risk assessments/COSHH

Each person in charge of an area will ensure that a regular dynamic risk assessment is in place and specific safety rules are identified and applied.

Any area using substances which fall within COSHH Regulations takes adequate precautions to prevent injury to health, about the safe handling, storage and disposal of the substances.

Risk assessments are co-ordinated by the Operational Seniors. Proprietors have responsibility for health and safety compliance.

Visitors to the school site

All visitors/contractors must sign in the visitors' book and photo identification must be checked. Also, all visitors must agree to follow the H&S/Fire procedures as advised by members of staff and report concerns / hazards / incidents and accidents before leaving the premises.

All visitors/contractors must be supervised by a member of staff and leave mobile phones and personal possessions in their car or secure area of the school.

It is important that unauthorised callers are challenged as to the nature of their visit.

Health and Safety training

All staff new to the school will be made aware of our Health and Safety Policy and Health and Safety training is included in our Induction Programme. Other training will be given when and where necessary, as appropriate to the nature of the task.

School Vehicles

Staff driving any vehicle should have a full drivers' licence and adhere to the expectations defined in the Car Usage Policy.

Staff using their own cars will have paperwork checked six-monthly for valid insurance, MOT and road tax cover and are responsible for notifying the Directors of any changes or penalties.

Staff should check the health and safety of the vehicle concerned by carrying out daily visual checks and a nominated person in each premises completes weekly checks on the vehicle and records the outcomes on the vehicles WhatsApp chat and Health and

Safety audit tool. Any issues affecting the health and safety of the driver and passengers should be reported to the proprietor / head immediately.

Smoking

Smoking is not permitted on School premises.

Inspection of electrical equipment

Inspections of portable electrical equipment and fixed installations are carried out annually by Flameguard UK and certificates of compliance will be issued. Brand new electrical items are covered by their manufacturer's guarantee for the first 12 months.

Monitoring the effectiveness of the policy

This Health and Safety Policy will be reviewed by Directors on an annual basis.