



# **Health and Safety Policy**

**November 2024**

**Review November 2025**

# 1. 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 – vacant (Brett Runchman covering)  
Brook View – Debbie Mason  
Primrose Hill – Laura Rumball

This policy operates in conjunction with the following school policies:

- Lockdown Procedure
- Risk Assessment Policy
- Fire Risk Assessment Policy
- Personal Emergency Evacuation Plan (PEEP)
- First Aid Policy
- Safety First Restraint Reduction Policy
- Cleaning up and Dealing with Bodily Fluids Policy
- Missing Child Policy
- Exams Policy – Evacuation / Invacuation / Lockdown
- Fire Evacuation Policy
- DSE Policy
- Lone working Policy
- COSHH Policy
- Medication Administration Policy
- GDPR Policy
- Staff Training Policy

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

- Is aware of their responsibilities to each other.
- Acts in responsible ways, consistent with others' health and safety.
- Safeguards and promote the health and safety of others.
- Is compliant with all statutory requirements.
- Can minimise risk.

This 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.

This policy has due regard to national guidance including the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

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.

## 2. Roles

**Brett Runchman - Director** leads on Health and Safety and promotes good health and safety practice 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.

### **Health and safety audit responsibility**

Christy Russell 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.

The purpose of the audit is to ensure that the following standards are complied with. Christy Russell and Brett Runchman will work with the nominated health and safety staff members listed above to ensure that planned checks are completed. Christy Russell and Brett Runchman will also:

- 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 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**

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 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.

### **3. Arrangements and Procedures**

#### **Accident Reporting and investigation**

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.

From February 2025 there will be a compliance WhatsApp chat that all leads for compliance roles, along with Brett Runchman and Christy Russell, will be required to be on and provide documentation/evidence on completion of tasks as stated in the policy for their roles. These people will be as follows:

COSHH: Debbie Mason and Harriet Crawford-Condie  
 Health and Safety/Building: Debbie Mason and Daniella Beswick  
 Fire: Barry Lee, Jess Moore and Harriet Crawford-Condie  
 Cars: Barry Lee, Laura Rumball and Jess Moore  
 First Aid/Medication: Vick Raven, Lia Begum and Karen Nash

#### **Reporting significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident).
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or is released.
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.

- Skin diseases including, but not limited to; occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne.
- Lung diseases including, but not limited to, occupational asthma, farmer's lung, asbestosis, or mesothelioma.
- Infections including, but not limited to, leptospirosis, hepatitis, anthrax, legionellosis, or tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

### **Reporting procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

## **4. First Aid**

The school has a specific First Aid Policy.

First Aid checks are carried out each half term and should take 45 minutes to complete.

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.

## **5. Fire safety**

All staff fully understand and effectively implement the fire evacuation plan, which will be applied in the event of a fire.

Fire checks are carried out on a weekly basis and should take 10 minutes maximum to complete.

Brett Runchman – Director, is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a half termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school's fire folder kept on site. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school's fire folder kept on site.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, students and visitors are safe and aware of the potential risks of fire.

### **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.

## **6. Sharps**

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes.
- Where an individual within the school requires injections to manage a health condition.
- Where a student brings a sharp into the school.
- Where glass is broken within the school, or broken glass is found on or around the school premises.

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

### **Handling and disposing of a sharp**

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Medication Administration Policy.

The headteacher will ensure that all students are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all students away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring appropriate clear up equipment.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining a sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and where there are multiple sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher, be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely.

### **Sharps injury**

First aid staff will be trained in handling sharps injuries, and will adhere to the following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Avoid scrubbing the wound while washing.
- Avoid sucking the wound.

- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice.

Injuries will be handled in line with the First Aid Policy.

## **7. Slips and trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.).
  - Contamination (water, food, litter, etc.).
  - Organisational (task, safety, culture, etc.).
  - Footwear.
  - Individual factors (rain, supervision, pedestrian behaviour, etc.).
- Decide who might be harmed and how.
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary.

The school will remain especially vigilant to the following hazards:

- Members of staff or students running or carrying heavy or awkward items.
- Wearing unsuitable footwear.
- Poor lighting – particularly where there are uneven surfaces and level changes.
- Contamination.
- Obstructions, e.g. bags and trailing cables.

## **8. 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.

COSHH documentation and checks should be checked as and when required within the week and should take no longer than 15 minutes to complete.

## 9. Visitors

### 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.

The procedures outlined in the Visitor Policy cover safe working within the school environment.

## 10. Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

Brett Runchman, Director, will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. Brett Runchman, Director, will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained.
  - The site and existing structures.

- Information about hazards, such as asbestos.
  - Timescales and budget for the build.
  - How the school expects the project to be managed.
  - CDM appointments of the principal contractor and/or principal designer.
  - Welfare arrangements.
  - Details of the nearest A&E department.
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
  - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
  - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
  - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
  - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
  - Following completion of the project, the health and safety file is handed over to the headteacher, kept up to date by the health and safety officer, Brett Runchman, and is made available to anyone who needs to alter or maintain the building.

## **11. 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.

## **12. 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 annually 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.

Car checks and documentation are carried out on a weekly basis and should be completed in a time frame of 30 minutes, unless further work is needed to be carried out after reporting.

### **13. Smoking**

Smoking is not permitted on School premises.

### **14. Inspection of electrical equipment**

Inspections of portable electrical equipment are carried out annually by a suitably qualified independent company and certificates of compliance will be issued. Brand new electrical items are covered by their manufacturer's guarantee for the first 12 months. Inspections of and fixed installations are carried out 5-yearly by a suitably qualified independent company and certificates of compliance will be issued.

### **15. Contacting the emergency services**

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so using WhatsApp.

Where an ambulance is called for a student, The Operational Senior will contact the student's parent. Where necessary, all students will be evacuated from the building and taken to the designated emergency assembly point. Staff will be responsible for the safety of students and respond to any questions from the emergency services, as best they can.

Staff will also be aware of any staff members who have PEEPs.

### **16. Monitoring the effectiveness of the policy**

This Health and Safety Policy will be reviewed by Brett Runchman – Director on an annual basis.