

# Health and Safety Policy



Reviewed: May 2024  
Next review: May 2025

## **The Christian Ethos of Immanuel College**

Immanuel means 'God with us'.

We believe at Immanuel that we are 'All God's Children'. This belief is the basis of our desire to create and promote a safe and healthy environment for all of our staff, students and visitors

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### **Aims of Policy**

To outline College policy regarding all Health & Safety issues

### **Policy Statement**

This policy covers staff, students, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.

The Management Team of the College and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and students.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

### **Responsibilities**

The Governing Body has ultimate control of the College. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the College provides adequate training, information, instruction, induction and supervision to enable everyone in the College to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & students.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The Head Teacher is responsible for the day to day running of the College. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues

- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training

The Business Manager on behalf of Senior Management within the College will support the Head Teacher to:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The Business Manager/Premises Manager are responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in College to the Headteacher immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

All school staff will:

- Read the Health and Safety Policy
- Comply with the College's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure
- Contribute to and highlight any gaps in the College's risk assessments

In accordance with the College rules and procedures on discipline, will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

The College buys into advice from the Occupational Safety Team (Bradford Council) who:

- provide advice and guidance to help the College fulfil their health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

The principles of this policy and associated appendices will also be brought to the attention of other stakeholders:

- contractors
- business partners
- visitors

This is not an isolated policy and should be read in conjunction with other policies and related procedures

An overview of related health and safety legislation, policy and procedures is attached at Appendix "A"

## **Appendix 'A'**

Overview of related health and safety legislation, policy and procedures

The management of good health and safety practice is no less important than any other measure of business performance. We consider that safety is good business and essential to our reputation.

All employees, students, volunteers and contractors have a responsibility to themselves, their colleagues, the organisation and its customers, and to the wider community to work safely.

The following provides an overview of the specific legislation, of policies and of procedures followed in College, it is each individual's responsibility to ensure that they are familiar with and are fully able to implement a working practice of all those which are applicable to their area of work.

### **Risk Assessment**

Under the Management of Health and Safety Regulations 1992 activities are described as constituting varying levels of risk to the health, safety and welfare of people using any premises or carrying out their work. The College is required to risk assess activities, work practices and premises and to record these assessments and the control measures where necessary, that are put in place to minimise the hazards. These measures must also be monitored and reassessments carried out as appropriate.

Line Managers are responsible for carrying out risk assessments in their areas. These must be documented records which are retained for inspection under the Management of Health and Safety Regulations 1992.

The Risk Assessment exercise should be carried out annually, if circumstances change, or as and when a new risk is identified (except risk assessments for school trips which should be reviewed each time the trip takes place)

### **Pregnant and/or New Mothers.**

There is a particular duty to this class of employee and the Line Managers are made aware of affected staff at the earliest opportunity to allow this to take place. A Pregnancy Risk Assessment will be carried out by the line manager. Details should be provided to the Business Manager at the earliest opportunity. All information will be treated with the utmost discretion.

### **College Journeys and Outings**

Preparation for College journeys and outings will be monitored by the Business Manager. Risk Assessments for each college journey are completed by the trip leader, signed and approved by the Headteacher and approved by the Chair of Governors.

### **Reporting of Accidents**

The accident reporting procedure and all the associated paperwork can be found on the Council's website: [www.bradford.gov.uk/hands/](http://www.bradford.gov.uk/hands/)

All accidents, incidents and near misses should be recorded in the College accident book (accident record form)

## **Employees**

If an employee has an accident at work resulting in an injury, it is necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to record this in an Accident book, which is kept in the First Aid Room.

If an employee is off work the day following an accident, a report form is sent to Occupational Safety Unit.

Education Safety Section as well as Central Payroll must also be notified by telephone if an employee, as the result of an injury at work, has been absent for four consecutive days including Saturday, Sunday and/or Bank Holiday.

## **Students**

If a pupil is taken directly to hospital then it is reported to the Occupational Safety Unit via the RIVO on-line system.

The accident form for students is only required where taken to hospital. All accidents should go in the pupil accident book.

## **Visitor or contractor**

**If a visitor or a contractor has an accident in the College it is necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to record this in an Accident book, which is kept in the First Aid Room.**

## **Fatality or Specified Major Injury (as defined by RIDDOR)**

Any fatality or specified major injury to any member of staff, student, trainee, visitor or contractor must be notified to the Education Safety Section immediately.

The person responsible for actioning the above is the full time first aid officer. In the event of their absence either refer to the list of First Aiders, or notify the Attendance Officer.

In the event of an accident/incident (e.g. epileptic fit, fall etc) where the injured person cannot attend the First Aid Office, a First Aider should be called to the scene.

## **Administration of Medicines (referral should also be made to the Trust Medical Conditions Policy)**

Medication is only administered to students when the parental consent has been given. The medicine will be administered by a trained First Aider and appropriate records kept. Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional. Medicines are kept in a locked cupboard in the first aid office. The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be retained by the student, kept in appropriate locations, out of the reach of other students, as appropriate and spares are kept in the First Aid Office. Doses of medicines administered during the College day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at College.

## **Consultation with Employees**

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training

and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide employee representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace. We will deliver information to workers who do not speak or read English through a translator or we will use visual presentations, rather than delivering written or oral instructions. We will also make use of photographs and diagrams in our work instructions etc. Where the use of safety signs and signals are necessary, within the workplace, changes will be made where necessary.

## **Contractors**

No contractors will be allowed in the building unless by appointment with Business/Premises Manager. All work carried out by contractors takes place after 3:15pm or during holidays. Any emergency work will be carried out by known contractors and if they have to be in the building during the normal College day they will be accompanied by the Premises Manager or Caretaker/Assistant Caretaker/Day time Premises staff or the Business Manager. All contractors sign in to the building and are given a visitors pass. Contractors prepare risk assessments for the work to be carried out and the risk assessments are filed with the Business Manager.

If students come in during the holidays for extra lessons and contractors are working the students are escorted to their classroom from reception by their teacher, they are not allowed to wonder out of their classroom without a member of staff with them, and they are escorted back to reception by their teacher. Reception is always manned during the holidays.

## **Display Screens Equipment**

For members of staff with 'desk based jobs' workstation self-assessments will be completed on an annual basis.

## **Electrical Safety**

The College complies with the Electricity at Work Regulations 1989, HSE Guidance Note GS23 and Provision and Use of Work Equipment Regulations 1998 (European directive 95/63/EC) PUWER98

The Business Manager/Premises Manager are responsible for the arrangement of inspections, testing and certification of mains, fixed and portable installations.

Visual inspections of equipment should be carried out by technicians and anyone else using electrical equipment in the course of their day to day work. Faults should be reported as follows:

- Power – Premises Manager/Caretakers
- Computers - Network Manager/ ICT Technicians
- AVA Equipment - Network Manager/ ICT Technicians
- Site Equipment – Premises Manager/Caretakers

Extension leads should only be used in exceptional circumstances. Personal electrical equipment must not be used on the premises unless it has been PAT tested and permission has been given by the Business Manager.

Staff and Students must not install new fuses or plugs or tamper with equipment or use equipment that has been PAT Tested and certified as "failed

## **Emergency Plans (see critical incident plan)**

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan 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.

The plan will be agreed by the governing body and be regularly rehearsed by staff and students. The result of all such rehearsals will be reported to the governing body.

## **Fire Emergency Procedures and Drills**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term
- Evacuation times and any issues which arise are reported to the Business Manager
- Fire extinguishers are checked annually by an appropriately qualified equipment supplier with the Premises Team during the Summer Break.
- separate fire safety policy and risk assessment has been produced

## **Control of Substances Hazardous to Health (COSHH)**

COSHH assessments must be carried out where potentially harmful substances are used.

Line Managers should ensure that the appropriate Data Sheets are kept in their departments. The Business Manager should be provided with details annually of all chemicals held on the Premises to maintain as a central record for the emergency services as required. In particular line managers should ensure:

- Identification of the hazard
- Identification and assessment of the risk
- Elimination of risk or substitution of another substance
- Introduction, documentation and implementation of control measures
- Monitoring and review of control measures
- Provision of training

Science and Technology assessments are documented in the CLEAPSS Handbook.

Students must be informed of the risks they will encounter, and how to minimise them, in doing experiments and carrying out work in these curriculum areas.

Chemicals will be stored, used and disposed of in accordance with guidance issued by manufacturers, the LEA, COSHH and CLEAPSS Regulations. Disposal of chemicals must be discussed with the Business Manager and records of disposals should be maintained by the Department concerned.

Fluids or gases stored under pressure, or radioactive source materials must be stored, labelled and used in accordance with guidance from the manufacturer, the LEA and CLEAPSS. Every two years checks of radioactive sources are carried out by the Health and Safety Section and results documented.



## **Legionella**

A competent contractor provides advice and assists with the preparation of the College's Legionella risk assessments and also samples water as per the risk assessment..

## **Manual Handling**

Students and staff must only lift equipment and furniture within their own individual capability. Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely

## **Violence, Aggression, Challenging Behaviour at Work and Lone Working**

We will identify all situations which may expose our employees to violence or challenging behaviour and also identify those employees who may be at greater risk of such circumstances occurring or developing. We will ensure arrangements are in place to protect our employees from violence or challenging behaviour whilst conducting their various tasks on behalf of the Academy. We will implement procedures to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time. Training, information and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report of violence or challenging behaviour be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the wellbeing of our employees

## **Smoking**

No Smoking is allowed in the College buildings or grounds

## **Slips Trips and Falls on the Level**

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

## **Stress at Work**

Proactive - templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced. Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

## **Occupational Health**

Our primary concern is to achieve and maintain the overall well-being, quality of life and work performance of our employees to minimise the impact of work on their physical and mental health. We will therefore ensure that the causes of ill-health which may arise from our activities are, wherever possible, identified, understood and either prevented or controlled. Where required our occupational health provision will be delivered through a number of measures ranging from regular health assessments and surveillance, medical referrals and support. Where possible we will endeavour to provide suitable and sufficient information to help employees take personal responsibility for maintaining and improving their own health. Where required we will make reasonable adjustments for people with disabilities to support them in their employment with the academy.

## **Arrangements for Visitors – (See Safeguarding Policy)**

### **Winter Conditions**

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions

If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

### **Machinery and Equipment**

Only authorised users may use equipment where there is a need for training, certification, or specialist knowledge. Where LEA, DFE or HSE guidance demands training this will be provided, Line Managers are responsible for identifying these areas and identifying training needs. Areas containing such equipment are:-

- Design and Technology, AVA, ICT, Science, Site Care, Cleaning and Catering.
- Guards, key locks and other safety features must not be altered or tampered with.

### **Workplace transport**

There are procedures in place for use of the minibus (see guidance for your school minibus journey).

If students are transported in private cars they are accompanied by two adults and the driver has insurance which includes cover for Business purposes.

### **Working above Floor Level**

Chairs, window ledges or other items of furniture or fixtures must not be used to climb on. Step ladders, ladders and proper access equipment or other equipment such as window poles are available and must be used in the correct manner. Training is always available and staff should consult the Premises/Business Manager before using step ladders/ladders.

### **Food Safety**

All documentation in relation to Catering provision for the staff and students is held by the Catering Manager.

In Food Technology cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place

- Staff must be satisfied that the tasks undertaken are appropriate for the students concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

### **Access to Roof Areas**

Any contractors requiring to access roof areas in the pursuance of their work need to obtain permission from the Premises/Business Manager. Risk Assessments are prepared for any activity on the roof.