



# HEALTH AND SAFETY

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Reviewed January 2017

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Reviewed January 2020

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Reviewed November 2021

<b>Approved by:</b>	Judy Packham	<b>Date:</b> November 2022
<b>Last reviewed on:</b>	November 2021	
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This Policy should be read alongside and is part of policies on First Aid and Medication, Health and Safety on Educational Visits, Lone Working, Health and Hygiene, Minibus Safety, Recruitment and Retention, Management of Volunteers and Health Surveillance. Responsibilities This policy has been prepared with reference to the DCSF Guidance Health and Safety: responsibilities and powers (DCSF 0803/2001) Directors Overall and final responsibility for health & safety within the company rests with the directors.

Jeremy Cross and Judy Packham are responsible for this policy being carried out for Springboard Education. Sarah Prust is appointed as the company's competent person, responsible for advice on, and monitoring of all safety related matters at Springboard Education. Consultation between management and employees is provided by Jeremy Cross. Jeremy Cross and Judy Packham are responsible for the day-to-day management of the company, which includes health & safety.

The directors shall: Ensure that those members of staff who have delegated health & safety responsibilities are competent in their area of responsibility and that they have adequate time and resources to fulfil their duties. Ensure that health & safety is an agenda item at each team meeting. Encourage the contribution and participation of all parties in the interest of improving performance. Take care that the health of each member of staff is a priority and that this can be a highly stressful environment. The directors shall have due regard to the Health Surveillance Policy.

## **Responsibilities**

Teachers In addition to those responsibilities outlined below in the 'All Employees' section, teachers shall comply with issued guidance and instruction to ensure the health & safety of all pupils that they are responsible for. Teachers shall encourage pupils to identify hazards within all areas of the curriculum and school, to discuss the risks involved and the control measures needed to keep themselves and others safe. The curriculum managed and delivered by teachers will seek to promote risk education to ensure that managing risks is a transferable skill throughout life. At the beginning of each term, teachers shall formally consider their areas of responsibility and proposed activities to identify and control hazards. Teachers are encouraged to involve pupils by way of discussion and shall refer significant hazards together with achieved or recommended solutions to the directors.

All Employees Staff are required to comply with this policy, risk assessments and procedures to ensure their own health & safety and that of others who may be affected by their acts or omissions and to report any health & safety concerns to the directors. Staff are required to report any ill health, which may have occurred as a result of work related activities to the directors at the earliest opportunity. Staff who become pregnant are encouraged to inform the directors at the earliest opportunity. Staff are required to ensure compliance with training, issued guidance, good practice

and risk assessments. No one is to interfere or misuse anything provided for health & safety reasons.

## **Pupils and Visitors**

Pupils and visitors are expected to co-operate with all the arrangements that are made in the interest of their own and others health & safety.

## **General Arrangements Policy Monitoring Review**

The directors will ensure that policy standards are monitored by regularly undertaking inspections of the premises and the operations being carried out within them. The Safety Advisor to the company will assist in this process by carrying out safety visits on an annual basis. Amendments to the policy will be made as required and a full review carried out on an annual basis with an updated document being produced in January each year. Training and Competence No employee will carry out a task unless competent to do so. Competence is defined as having the qualifications, experience or other personal characteristics to enable work to be carried out safely. It is the responsibility of the directors to ensure employees are competent to carry out tasks and have been provided with adequate information, instruction and training to do so. Directors will arrange for records of qualifications and experience to be held with personal files of all employees.

Information and Directors will provide appropriate information in the form of HSE poster, Employers Liability Insurance Schedule, safety signs (complying with safety signs and signals regulations). Directors will liaise with visitors and contractors to ensure their safety on the premises. Directors will provide information to enforcement officers as required.

## **Risk Assessment**

All risks will be assessed and where appropriate, action will be taken to ensure compliance with statutory provisions. Risk assessments will be reviewed on an annual basis by the directors and results will be recorded and held on file.

## **Accident Reporting and Investigation**

Employees must report all accidents however minor. Accidents will be recorded in the accident book held in the Main Office. The directors will investigate accidents to ensure all reasonable measures are applied to avoid repeats where possible. Directors will review accident records with the Safety Advisor to the company annually as a means to monitoring safety standards. Workplace and Environment Safety Responsible Persons The responsible persons as per Section 4 of the Health & Safety at Work etc Act 1974 will be: Jeremy Cross and Judy Packham - Overall Responsibility Regular inspection of access, egress, fire control and the general work environment will be undertaken by the identified persons in their area of responsibility on a weekly basis.

## **Electricity**

The directors will arrange for the inspection and testing of hard wiring, equipment and portable appliances to comply with legislative and insurance requirements. Employees shall undertake user checks for obvious faults (burnt or broken plugs, frayed wiring, copper work showing and damage to wiring) prior to using portable electric equipment and shall report faults to the directors at the earliest opportunity.

## **Fire**

The directors will be responsible for ensuring the provisions of adequate means of fire prevention and controls including alarms, detection devices, extinguishers and fire exits based on a fire risk assessment carried out by a competent person. Fire routes and fire alarms will be checked on a weekly basis with a record of inspection being kept in the main office. Directors will arrange for: Fire alarms to be tested periodically

Fire extinguishers to be inspected and maintained on an annual basis. A fire evacuation drill to be carried out twice per year. Records of the above inspections, maintenance and procedures will be held in the main office.

## **First Aid**

First Aid arrangements will be maintained by Molly Symes and/or Sakhile Khanye. At least one trained First Aider will be on site at any time. First Aid boxes will be monitored and re-stocked on a monthly basis. A First Aid Book will be kept in the main office to record any first aid administered on the premises. Welfare Facilities The directors will ensure the cleanliness and maintenance of the welfare facilities on site, namely, toilets, washing facilities and food/drink preparation areas by ensuring that weekly inspections are carried out.

## **Off Site Activities**

The directors will review the Off-site Activities guidance by the DCSF prior to any activity being undertaken to ensure compliance. As part of risk education the pupils

involved with the off-site activity shall be given the opportunity prior to the visit to identify the risks to their health & safety and to discuss the control measures needed to reduce the risk to a practical level.

### **Security**

All visitors to the company shall be directed to the main office. All visitors shall be accompanied and staff are required to challenge those visitors that are not accompanied. The head teachers will, on a termly basis, remind pupils that should they see a non-member of staff on the premises, who is not accompanied, that they should inform a member of staff. All staff should ensure that doors are secured in a way that restricts access but allows emergency exit.

### **Policy on Substance Use and Misuse Statement of Policy on Substance Use and Misuse**

Springboard Education condones neither the misuse of drugs or alcohol by members of the establishment, nor the illegal supply of these substances. Springboard Education is committed to the health & safety of its members and will take action to safeguard their well-being. Springboard Education acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the establishment, will seek to identify pupils in need of support. In response to our shared concerns at a local and national level, we wish to state that as part of its care for the welfare of its pupils, the establishment believes it has a duty to inform and educate young people on the consequences of drug use and misuse. The establishment takes a proactive stance on this matter, believing that health education is a vital part of the personal and social education of every pupil. Fundamental to our establishments' values and practices is the principle of sharing responsibility for the education of young people with parents and guardians, by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of the policy. We believe and support the following aims in respect of substance use and misuse. To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practicing skills. To provide accurate information about substances. To increase understanding about the implications and possible consequences of use and misuse. To encourage an understanding for those who experience or are likely to experience substance use. To widen understanding about related health and social issues e.g. sex and sexuality, crime, HIV and AIDS. To enable young people to identify sources of appropriate personal support. These aims are fulfilled through aspects of the pupil's experiences in the taught curriculum (PSHE) and through opportunities for extra-curricular activities.

## **The role of the Directors**

The Directors of Springboard Education (Jeremy Cross and Judy Packham) take overall responsibility for the policy and its implementation, for liaison with parents and guardians, LEA and other outside agencies. In instances involving substance misuse or supply on the premises and following discussion between staff members who know the pupil well, parents or guardians will be informed at the earliest opportunity by either of the Directors or the Head Teacher. The establishment and the parents/guardians can then work together to support the young person involved.

If a young person admits to using or supplying substances off the premises, the teacher's discretion will be involved but informing the directors and head teacher is appropriate action, who can then inform the parents/guardians. There is no legal obligation to inform the police, though they may be able to give relevant support and advice. However, a school cannot knowingly allow its premises to be used for the production or supply of any controlled drug, or the preparation or smoking of cannabis or opium. Where it is suspected that substances are continuing to be sold on the premises, details regarding those involved including as much information as possible, will be passed to the Police Liaison Officer. The school will consider each instance individually and recognises that a variety of responses will be necessary to deal with incidents. It seeks to balance the interests of the pupil involved, the other pupils and the local community. Permanent exclusion is seen as a last resort as it may only transfer the problem.

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