



**Health & Safety Policy**

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January 2023

Next Review Date

January 2024

## **Health and Safety Statement**

LMI College is committed to ensuring, so far as is reasonably practicable, the health and safety of all staff, pupils and visitors to its School. In doing so, LMI will comply with the Health and Safety at Work Act 1974 (the "Act"), and regulations made under the Act, and will have regard to DfE non-statutory advice Health and Safety: Responsibilities and duties for Schools (2022).

LMI College is committed to:

- providing a safe and healthy working and learning environment;
- preventing accidents and work-related ill health;
- providing appropriate information, instruction, training and supervision;
- ensuring that work equipment and systems of work are safe;
- ensuring safe access to and from the premises and that emergency evacuation plans are in place and understood;
- ensuring that there are adequate welfare and first aid facilities;
- identifying possible hazards, assessing risks and putting in place measures to control them;
- consulting with employees and their representatives on health and safety matters;
- keeping the Health and Safety Policy for each School, and all related policies and procedures, under review and monitoring their effectiveness; and
- ensuring that adequate resources are available to fulfil health and safety responsibilities and support best practice, as far as reasonably practical.

LMI College will put in place Health and Safety policies and procedures and expects all staff and pupils to comply with these and contribute, individually and collectively, to a safe working and learning environment.

### **Health and Safety Policy**

#### **1. Introduction**

1.1. LMI College is committed to ensuring, so far as is reasonably practicable, the health and safety of all staff, pupils and visitors to the School. This policy requires the full cooperation of all staff in promoting a safe and healthy environment in which to work.

1.2. LMI College bears ultimate responsibility for health and safety at the School. The Principal has operational responsibility of this Policy.

1.3. The School's Health and Safety Committee will review this policy annually or more frequently if required.

#### **2. Management and Supervision**

2.1. All those with responsibility for the management or supervision of staff (including Heads of Department and Line Managers) will promote positive attitudes towards health and safety and will, within their department or area of responsibility:

- ensure that all new staff receive an induction in health and safety matters appropriate to their duties including accident reporting, emergency procedures, risk assessment, fire precautions, the Health and Safety at Work Rules and the location of first aid kits;
- ensure that all staff are familiar with the School's Health and Safety Policy, Health and Safety at Work Rules and other policies and procedures relevant to their role;
- co-operate with and participate in the investigation of all accidents and conduct assessments and inspections as necessary;
- ensure the maintenance of good housekeeping standards;
- review the suitability and safe operation of work equipment;
- check work methods and practices to ensure safe systems of work;
- ensure that risk assessments are carried out within their departments as required

## **2.2. The Premises Manager is responsible for:**

- compliance with health and safety regulations regarding the condition of buildings and equipment; boiler houses and plant rooms; and mechanical, electrical, water and other services;
- arranging, and keeping records of, maintenance checks of buildings, services and equipment, premises risk assessments, statutory and non-statutory inspections, and other health and safety checks and assessments.;
- ensuring compliance with fire safety regulations, including regular review and ongoing implementation of the fire risk assessment;
- compliance with the Display Screen Equipment Regulations and assessment of users' workstations;
- management of the Premises Team and contractors (see below); and

2.3. It is the responsibility of the Premises Manager to advise on and monitor the implementation of health and safety procedures and to organise regular health and safety inspections.

## **3. All Staff**

3.1. All staff have individual obligations to act responsibly and observe health and safety rules wherever applicable to them or to matters within their control. Staff must:

- observe this policy
- adhere to any safe working procedures notified to them, including using protective clothing and equipment as provided;
- report, and cooperate in the investigation of, accidents or near misses on site;
- ensure the safety and welfare of pupils in accordance with the School's Safeguarding Policy and other related policies and procedures.

3.2. Any member of staff who would like further guidance on the contents of this Policy, who wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the the school proprietor

3.3. All School policies and procedures referred to in this document are available to staff in the Policies folder in Google Drive.

3.4. The School may apply disciplinary sanctions to any member of staff who is in breach of the School's Health and Safety Policy or associated procedures. This includes the Health and Safety at Work Rules and any specific safe systems of work, instructions, policies, training and procedures of which they have been notified.

#### **4. Security**

4.1. The School has a robust security system that will be adopted to ensure, so far as is reasonably practicable, that staff, pupils, visitors and contractors are protected from security risks.

4.2. Procedures and arrangements for the security of the premises and occupants are also detailed in the School's Safeguarding Policy and other related safeguarding or health and safety policies.

#### **5. Maintenance of Buildings**

5.1. All staff are responsible for good housekeeping in their places of work and being alert to any defects or health and safety concerns. Members of staff should report matters requiring attention to the Receptionist.

5.2. The Premises Manager is responsible for the checking and maintenance of plant and equipment under his control.

5.3. The Premises Manager will ensure that any fixed wiring or electrical equipment that has the potential to cause injury is maintained in a safe condition.

#### **6. First Aid**

6.1. This section should be read in conjunction with the School's First Aid Policy.

6.2. A First Aid kit is located in the office storeroom. The First Aiders are responsible for checking and replenishing kits at the beginning of each term. It is the responsibility of all staff to acquaint themselves with their location.

6.3. Members of staff are encouraged to qualify as First Aiders and from time to time training courses will be provided. Any member of staff wishing to become qualified in First Aid should notify the Vice Principal. First Aiders will need to revalidate their certificate of competence as required.

#### **7. Reporting of Accidents**

7.1. Every accident which occurs in School must be reported. There is a paper Accident Report book kept in the School Office. If the paper book is used, the report must be numbered sequentially and passed to the First Aider without delay.

7.2. If a pupil suffers an accident the accident report should be made by the person supervising the lesson/activity at the time of the accident, even if they were not aware of it at the time. The pupil, or the First Aider if the pupil is incapacitated, should pass on the details to the member of staff in charge who will make the report. If the accident took place outside lesson time, the report should be made by the member of staff first on the scene.

7.3. If a member of staff is taken to hospital or is likely to need time off work as a result of the injury or, in the case of a pupil, if the pupil has been taken to hospital from school the Principal and Vice

Principal should be informed immediately. They may require a supplementary accident report to be completed so that the accident can be investigated further.

7.4. A record of all accidents reported is maintained by the Principal.

## **8. Visitors to the School**

8.1. Staff inviting visitors, including children, onto the School premises are responsible for their supervision and safety whilst on site. All visitors must sign the Visitors Book and wear a lanyard.

## **9. Contractors**

9.1. The Premises Manager is responsible for the appointment and management of contractors carrying out construction or maintenance work on the school site. The School will follow the procedures set out in the Contractor Rules and Permit to Work Policy to ensure, so far as is reasonably practicable, that contractors are competent.

9.2. Contractors are required to provide the School with a copy of their own Health and Safety Policy and a valid certificate of public liability insurance. These will be requested on an annual basis for regular contractors.

9.3. Contractors who may be working unsupervised during term time, or when pupils could be on site, may be required to undergo checks with the Disclosure and Barring Service as appropriate. Visitor lanyards must be worn at all times in accordance with the School's Security Policy and Visitor Procedures.

## **10. Risk Assessments**

10.1. Those with a management or supervisory role, including Heads of Department, Line Managers and Group Leaders on school visits, must ensure that risk assessments are carried out for any activities or situations where there is a likelihood of harm being caused to individuals, as required in accordance with the School's Risk Assessment Policy.

10.2. Risk Assessments should include, where appropriate and with reference to the relevant School policies, the risks associated with: slips, trips and falls; fire; electrical appliances; control of hazardous substances (COSHH) (see also below), working at height and manual handling. When carrying out Risk Assessments, special attention should be given to women of child-bearing age and the risks that they may be exposed to if they are either unaware that they are pregnant, or in the early stages of pregnancy and have not officially notified the School.

## **11. Control of Substances Hazardous to Health**

11.1. Hazardous substances include: those classified as very toxic, toxic, harmful, irritant and corrosive; biological agents; substantial quantities of any dust; substances for which the Health and Safety Executive has approved a Workplace Exposure Limit; radioactive substances; and any other comparable substance which because of its chemical or toxicological properties and the way it is used or is present creates a risk to health.

11.2. Heads of Department (including support departments) are responsible for the management of hazardous substances within their areas of responsibility. They should ensure that a register of hazardous substances is maintained and filed in Google Drive and that risk assessments with suitable control measures are in place.

## **12. Visits and Activities out of School**

12.1. Members of staff may be expected, as part of their normal duties, to accompany pupils on visits out of School, and to take responsibility for their supervision on such visits. Risk Assessments must be completed for every visit and passed to the SLT to sign off the trip in advance. The procedures set out in the Educational Visits Policy must be adhered to.

12.2. If a visit involves caving, climbing, trekking, skiing or watersports, the member of staff responsible for organising the visit must ensure that the provider of these activities holds a licence.

12.3. If a visit involves an accident or hospitalisation this should be reported to the Principal, Vice Principal, First Aiders as soon as possible.

## **13. Emergency Procedures**

13.1. The School has an Emergency Evacuation Procedure which contains details of responsibilities and procedures for all staff, pupils, visitors and contractors in the event of activation of the fire alarm (see Fire Groups List). Pupils gather in groups at a known area outside.

13.2. The School has a First Aid Policy which contains details of emergency first aid procedures including when to call an ambulance.

## **14. Fire Precautions**

14.1. Arrangements for fire evacuation procedures are posted throughout the site. All site users must comply with the arrangements to minimise the risk of danger and injury to individuals. They should:

- report any fire hazard to the Premises Manager immediately;
- familiarise themselves with the emergency evacuation procedure, fire alarm buttons, emergency exits and assembly point in case of fire;
- be aware of the different types of fire extinguishers, including their location and purpose (using the wrong type can be dangerous), and report any damaged or discharged fire extinguishers to the Premises Manager immediately;
- keep all gangways, corridors and exits clear and emergency doors unlocked while the building is in use;
- keep work areas free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks;
- keep all combustible materials a safe distance from heating appliances and do not place anything on heaters;
- not smoke anywhere on the School site;
- not prop open fire doors or remove/reposition fire appliances without the authority of the Premises Manager;

## **15. Fire Alarms and Drills**

15.1. It is the duty of all staff, pupils and visitors to raise the alarm immediately they notice a fire or smoke.

15.2. Reception staff will take registers to the designated assembly point. They will bring the visitors book, student and staff signing out books to the designated assembly point.

15.3. All staff must comply with the Emergency Evacuation Procedure detailing individual responsibilities and all staff and pupils must participate fully in practice evacuation drills that will be held at least three times per year.

15.4. Nobody should re-enter the building in the event of an evacuation without the permission of the Principal or Vice Principal. When there is a member of the Police or Fire Brigade present, no-one should re-enter the School without seeking permission from the Police or Fire Officer in charge.

## **16. Occupational Health**

16.1. It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Establishing and maintaining appropriate standards for health and hygiene.
- Identifying possible health hazards within the working environment.
- Providing an efficient first aid service.

16.2. The School recognises that workplace stress is an issue that can have an adverse impact on those affected and acknowledges the importance of identifying and reducing workplace stress factors. The School will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be taken to keep work related stress to a minimum. All staff should be alert to possible symptoms of stress either in themselves or in colleagues and should take appropriate action to address the issue. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress.

## **17. Disabled Staff, Pupils and Visitors**

17.1. The needs of disabled staff, pupils and visitors require special attention, particularly in ensuring that they are able to leave the School buildings easily and quickly during an emergency. Members of staff returning to school after an accident should discuss with the Principal whether any adjustments are required.

17.2. Members of staff must also take care to ensure the health and safety of disabled persons, including those who are temporarily disabled, for whom they are responsible.

17.3. If necessary, members of staff may need to make additional local or specialised arrangements for a pupil in their form or visitor for whom they are responsible. A copy of any such arrangement should be made available to the SENCo if a pupil is involved, Principal for agreement as soon as any local arrangements have been put in place.

## **18. Information and Training**

18.1. On joining the School, all staff will be provided with a copy of this policy and informed of any specific health and safety information relevant to their role.

18.2. Training will be provided to existing staff on specific health and safety issues, such as COSHH or risk assessment procedures, as required. Staff are requested to contact the Vice Principal if they would like to receive specific additional training