



**FOR
EDUCATION**

Health and Safety / Fire Policy

(also in Staff Handbook)

Strive for Education

Approved by:	A Brown	Date:	August 2022
Last reviewed on:	12/09/2022 – S Brown, 07/09/2023 – S Brown 04/06/2024 – S Brown	Next review date:	Sept 2024

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1. Introduction

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.

Andy/Sonja Brown have overall responsibility for health and safety and the operation of this policy. This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

Strive aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, student and all visitors to the Strive site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#) which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992 \(updated 2002\)](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998 \(amendment 2018\)](#) which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

Strive follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and responsibilities

3.1 The Proprietors

The Proprietors have ultimate responsibility for health and safety matters at Strive, the day-to-day responsibility is that of the Headteacher, Andy Brown and Operations Director, Sonja Brown.

The Proprietors have a duty to take reasonable steps to ensure that staff and student are not exposed to risks to their health and safety. This applies to activities on or off the Strive premises.

Strive for Education, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
Ensure that adequate health and safety training is provided

The Proprietors are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise student
- Ensuring that the Strive building and premises are safe and regularly inspected
- Providing adequate training for Strive staff
- Reporting to others on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Proprietors' absence, the Pastoral Lead assumes the above day-to-day health and safety responsibilities.

3.2 Health and safety lead

The nominated health and safety lead is Sonja Brown.

3.3 Staff

Strive staff have a duty to take care of student in the same way that a prudent parent would do so, all staff also share a responsibility achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your manager.

You must co-operate with managers on health and safety matters, including the investigation of any incident. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with Strive on health and safety matters
Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for student
- Understand emergency evacuation procedures and feel confident in implementing them

3.4 Student and parents

Student and parents are responsible for following Strive's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.5 Contractors

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Information and consultation

We will inform and consult directly with all staff regarding health and safety matters.

5. Risk assessments and measures to control risk

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

6. Site security

The Operations Director and Headteacher are responsible for the security of the Strive site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Andy Brown and Sonja Brown are key holders and will respond to an emergency, where these key holders are not available an alternative representative will be appointed as the nominated person to respond to a site security emergency.

7. Fire

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly, using the Fire Risk Assessment.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous buzzer.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices and located at the rear of the building, the grass verge on the other side of the road to the building.

Fire alarm / Call point testing will take place once a week.

New staff will be trained in fire safety and all staff and student will be made aware of any new fire risks.
In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and student will congregate at the assembly point.
- The assembly point is at the rear of the property, the grass verge on the other side of the road to the building. Fire Marshalls will wear high visibility and will help student cross the small side road located at the side of the building.
- Class teachers will take a register of student, which will then be checked against the attendance register of that day
- The Headteacher or in their absence the Assistant Headteacher will take a register of all staff and student using Arbor MIS.
- Staff and student will remain outside the building until the emergency services say it is safe to re-enter
- Strive will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Any staff or student with mobility needs will have their own personal emergency evacuation plan (PEEP).

An extensive fire safety risk assessment is carried out annually but is also updated regularly as and when risks change or are identified.

We also carry out regular dynamic fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. COSHH

Educational establishments are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Headteacher and Operations Director and are circulated to all employees who work with hazardous substances. Staff and student will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. Strive does not store hazardous products at the North Park Road sites. At the Workshop a COSHH cabinet is in place which is locked.

9. Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

10. Legionella

The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers. Monthly checks are carried out by a contractor.

11. Asbestos

Where necessary, staff are briefed on the hazards of asbestos, the location of any asbestos at Strive and the action to take if they suspect they have disturbed it. No asbestos areas have been identified at the three Strive premises.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the Strive site (if and when applicable).

12. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

12.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Headteacher or Operations Director immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members or external contractors can check plugs

- Where necessary a portable appliance test (PAT) will be carried out by a competent person or external contractor
- Any isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

12.2 PE equipment

Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of equipment or facilities used will be reported to the Proprietors.

12.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Further information on workstation assessments, eye tests and the use of DSE can be obtained from Sonja Brown. Eye test costs can be re-imbursed, please submit your expenses via the expenses claim form.

13. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

14. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Headteacher retains ladders for working at height
- Student are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

15. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Where applicable Strive will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely.

Staff and student are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

16. Off-site visits

When taking student off of Strive's premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a Strive mobile phone, a portable first aid kit, information about the specific medical needs of student along with the parents' contact details
- There will always be at least one first aider on school trips and visits

17. Lettings

This policy applies to lettings. Those who hire any aspect of the Strive site or any facilities will be made aware of the content of Strive's health and safety policy, and will have responsibility for complying with it.

18. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from student, visitors or other staff

19. Smoking (taken from the Staff Handbook)

We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.

All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.

This policy does not form part of any employee's contract of employment and it may be amended at any time. If you wish to suggest improvements to the policy or experience particular difficulty complying with it you should discuss the situation with your manager.

Where is smoking banned?

Smoking is not permitted within our workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes (vapes), pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

No-smoking /no-vaping signs are displayed at the entrances to our workplace.

Anyone using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free.

Where is smoking permitted?

Smoking is not permitted on the school site.

Breaches of the policy

Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal. Breaches of the policy by a pupil will be dealt with by the Headteacher.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

20. Animals

There may be occasions where animals are at the school. Risk assessments and suitability of these animals being present in the school will be carried out. In addition to that the school will encourage student and staff to:

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from student
- Supervise student when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

21. New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

22. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

23. Accident reporting

23.1 Accident record book

All accidents and injuries at work, however minor, should be reported to Andy Brown and recorded in the relevant site Accident Books. Accident books are in front office at the North Park Road site, on the wall within the main workshop area at the Workshop site and within the minibus.

The accident form within the accident book, will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

Record as much detail as possible when reporting an accident. Information about injuries will also be kept in the pupil's educational record. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, and then securely disposed of.

23.2 First Aiders

Details of first aid facilities and the names of trained first aiders are displayed around the buildings.

23.3 Reporting to the Health and Safety Executive

The Operations Director will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Operations Director will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs

- Serious burns (including scalding)
- 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 requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

24. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as with woodwork equipment, or work with student with special educational needs (SEN), are given additional health and safety training.

We will ensure that you are given adequate training and supervision to perform your work competently and safely.

Staff will be given a health and safety induction and provided with appropriate safety training, including manual handling, gas safety, electrical safety and the use of personal protective equipment (PPE) where relevant.

25. Monitoring

This policy will be reviewed by the Operations Director and Headteacher every year. At every review, the policy will be approved by the Headteacher.

Links with other documents

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Staff Handbook
- Administering Medicines Procedures
- Supporting Pregnant Student and School-age Parents Policy