



## Health and Safety Policy

|               |                   |
|---------------|-------------------|
| Author        | Michael Garrett   |
| Version       | 1.0               |
| Created       | 11 February 2025  |
| Next Review   | 11 February 2026  |
| Approved By   | Ann-Marie Garrett |
| Approved Date | 24 February 2025  |

## **Introduction**

The proprietor of Mont21hub is the employer and is responsible for ensuring the health, safety and welfare of all employees, learners, visitors and volunteers to the school and likewise for educational visits.

## **Legislation and Guidance**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- DfE Health and Safety: Responsibility and Duties for Schools 2022
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Health and Safety (First Aid) Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Food Standards Act 1999

## **Purpose**

The purpose of this policy is to ensure a secure, safe and healthy environment for all learners, employees, volunteers and visitors and to promote this as part of the culture of the school. Parents and guardians need to know that every measure will be taken to keep their children safe. The prevention of accidents and hazards is a key responsibility for every member of the school community.

The content has also been compiled in accordance with all relevant current legislation and guidance from the DfE and the Health and Safety Executive.

## **Relationship with other policies**

This policy should be read in conjunction with the Attendance and Punctuality Policy, Behaviour Policy, Fire Safety Policy, Safeguarding and Child Protection Policy, Anti-Bullying Policy, First Aid Policy, Educational Visits Policy and Supervision Policy.

## **Roles and Responsibilities**

The proprietor – **Michael Garrett** – will:-

- Formulate policy and procedures to provide high standards of health and safety within the school.
- Assign responsibilities, including designating a staff member for health and safety.
- Ensure allocation of adequate budget to ensure high level of health and safety to ensure risks and hazards are minimise or eliminated.
- Carry out regular evaluation, review and update of procedures and responsibilities based on events and risk assessments, inspection and effectiveness of the policy.
- Ensure there are risk assessment procedures in place to identify all risks relating to the premises, equipment, school activities and school-sponsored activities.
- Ensure all employees receive adequate training, information, instructions, induction and supervision together with the maintenance of staff records.
- Evaluate the measures taken to minimise or eliminate risks and hazards.
- Ensure all employees comply with the policy at all times.
- Obtain advice as required, from the HSE and other health and safety organisations and professionals.
- Investigate health and safety events and accidents, produce reports and statements for insurance claims. HSE and statutory authorities.
- Ensure risk assessments are undertaken prior to all educational visits, recorded in writing and fully evaluated and approved by the Head of Community before learners leave the school.

- Ensure any contractors on-site are competent in health and safety matters and carry appropriate insurance.
- Take all reasonable steps to ensure that hirers, contractors and others make sure they conduct themselves and carry out their operation in such a matter that all statutory and advisory safety requirements are met at all times and they hold relevant liability insurance (when the premises or facilities are being used out-of-normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of this policy).
- Ensure that cleaning contractors are aware of safe working practices including the reporting of identified hazards, manual handling and the use and storage of hazardous substances in accordance with The Control of Substances Hazardous (COSHH) Regulations 2002.
- Keep up-to-date with new developments in Health and Safety and changes in legislation and guidance.
- Review this policy and update it at least annually.

The Head of Community – **Ann-Marie Garrett** – is the Health and Safety co-ordinator and is responsible for ensuring that all health and safety procedure are followed. She will ensure:

- All employees understand and fully comply with their responsibilities to ensure a safe and healthy learning environment.
- Employees are aware of their responsibilities and received appropriate supervision, instruction and training.
- Employees, learners and others are encouraged to promote health and safety.
- Half termly risk assessments are carried out of the learning environment.
- To undertake a daily spot check on the premises and outside areas to identify any health and safety issues.
- All matters effecting health and safety are prioritised and immediately reported to the proprietor for appropriate action.
- Risk assessments are completed, evaluated and approved for all activities (including P.E) and educational trips.
- Ensure that all work under the school's control is undertaken in a safe manner.
- All defects and/or hazards are immediately reported to the proprietor and made safe in a timescale commensurate with the risk they pose.
- To undertake a termly test of the fire alarm.
- Ensure all employees, external suppliers, volunteers, contractors and any other persons considered to be of risk, to have had a DBS check.
- A record is maintained of all activities relating to health and safety, including dealing with accidents and incidents.
- 

All employees will:

- Read and understand the Health and Safety Policy.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Make regular safety inspections of their areas of work and immediately report to the proprietor and/or the Head of Community, any risk to health and safety however minor.
- Only use equipment that they are competent to use.
- Follow safety instructions when using any machinery, equipment, dangerous substance or other resource.
- Carryout activities in accordance with training and instruction.
- To leave the learning environment or any other area for which they are responsible, in a tidy and safe condition.
- To guide and supervise learners in the safe use of tools and equipment.
- Report any practices, equipment and/or physical condition of any item that is considered to be hazardous.
- Follow the accident reporting procedure.
- Take an active interest in promoting health and safety and suggest ways of reducing risks and improvements in procedures.

Learners will:

- To take reasonable care for their own health and safety and that of others who may be affected by their actions.
- To follow all procedures, instruction and guidance as provided by their mentor and other adults in the school especially in emergency.

## **Control Procedures**

### Accident Reporting

- All accidents must be recorded in the Accident Book as soon as practical after the incident.
- Parents and guardians must be informed on the same day, however minor, preferably in-person upon collection from school.
- A trained first aider must assess the learner or employee at the time of the accident and to provide appropriate medical care and treatment.
- In the event of a serious accident, the emergency medical services must be called and the parent/guardian contacted to advise them of the situation.
- Serious accidents must be reported to the HSE.
- Any outbreak of disease or dangerous occurrences must be reported to the HSE.

### Administration of Medicines

- Medication is only administrated upon completion of the Medical Record Book by the parent or guardian.
- The giving of medication will be the responsible of one allocated member of staff only.
- Medications are kept in a lockable cupboard located in the medical room.
- Asthma and EpiPens will be the responsibility of a trained first aider and kept securely so these are readily accessible to the learner. Also to be taken when the learner is away from school.
- Antibiotics will not be administered and any child suffering from an infection will need written medical consent to return to school.

### Building Services

- All building services, e.g heating systems, air conditioning will be maintained by appropriately registered contractors and be tested and checked annually.

### Bullying and Harassment

- There will be zero-tolerance of bullying and harassment by adults and learners.
- All persons to follow the Anti-Bullying policy.

### Catering and cookery

- Risk assessments will be undertaken for all cookery sessions with particular regard to the use of equipment and sharp cutting utensils.
- The use of hobs will be under the close supervision of adults and learners will not be permitted to use the ovens.
- Processes must be age appropriate and be closely supervised at all times.
- Hand washing before and between different processes to be closely monitored.
- Food standards to be closely adhered to including storage and to prevent cross-contamination.
- Reference to adult and learner allergy records.

### Cleaning

- The premises will be cleaned daily by a reputable cleaning company.
- The kitchen ovens will be cleaned once a term.

### Control of Hazardous Substances

- The use of hazardous substances will be kept to a minimum and be subject to assessment and record in accordance with The Control of Hazardous Substances (COSHH) Regulations 2002.

### Display Screen Equipment

- Desk based employees will undertake appropriate training and self-assessment annually.

### Educational Visits

- All visits and off-site activities will be subject to a written risk assessment for evaluation and approval by the Head of Community prior to the event.

- Any weak weaknesses or shortcomings must be addressed prior to the visit taking place.
- The risk assessment will be updated and any additional information added after the visit.
- All employees to comply with the Educational Visit Policy.

#### Electrical Safety

- All portable electrical equipment to be inspected and tested annually as part of the portable appliance testing (PAT) by a NICEIC registered company.
- The electrical installation will be tested and checked by a NICEIC registered company annually.

#### Fire and Evacuation of the Premises

- Statutory signage, lighting and evacuation plans displayed next to the main entrance door.
- Portable fire extinguishers are provided and maintained annually by an external supplier.
- A fire drill is practiced and recorded in the Fire Record book once a term and any issues identified and remedied.
- All persons to comply with the Fire Safety Policy.

#### First Aid

- In accordance with statutory guidance, there are 3 fully trained First Aiders.
- A fully stocked first aid cupboard is located in the medical room.
- Portable first aid kits are taken on educational visits and P.E/Sport activities.
- A First Aider will attend all educational visits and P.E/Sport activities.
- All employees to comply with the First Aid Policy.

#### Health and Wellbeing

- Employees must advise the proprietor or Head of Community of any issues affecting their health and wellbeing in the working environment so that appropriate help, support, guidance and remedial action can be taken to enable them to undertake their duties and responsibilities.
- Employees should make the proprietor aware of any medical conditions or illnesses before appointment.
- Drug or alcohol issues will be treated the same as medical conditions and appropriate help and support will be provided.
- In cases of pregnancy, a risk assessment will be undertaken and appropriate support put in place if required.

#### Indoor/Outdoor Play and Physical Activity Equipment

- Indoor equipment will be installed and used strictly in accordance with the manufacturer's instructions.
- Indoor equipment to be inspected and checked as part of regular risk assessments and maintained.
- Potential and actual hazards must be reported immediately to the proprietor or Head of Community.
- Public outdoor spaces and play equipment will be subject to daily risk assessment.

#### Manual Handling

- Adults and learners must only lift equipment and furniture within their individual capacity and to work in pairs wherever possible.
- Learners will not carry or lift water bottles.
- Manual handling training will be provided to all employees.

#### Water

- There will be a separate cold water drinking supply/tap.
- A water test for Legionella Disease will be undertaken annually by an external supplier.

#### Security

- The main school entrance are the double doors leading off the pavement to Newmarket Road which are secured by a video intercom door entry system.
- All official visitors must present identification before entry into the school.
- All other visitors will only be allowed entry on basis of a previous booked appointment. No unsolicited calls or visits will be permitted.
- All visitors will be required to sign the visitor's book, to wear a visitor's badge and to sign out on departure. They will be informed of any relevant health and safety matters including scheduled fire alarm drills during their visit.

- All learners must be collected by a parent/guardian or an authorised representative. They will not be allowed to leave the premises by themselves without parent/guardian written consent
- Authorised representatives must be approved in advance of collection and to provide a password for verification. In the event this is not provided, the learner will not be permitted to leave with the representative until this has been obtained.

#### Slips, Trips and Falls

- The potential risks will be assessed and appropriate controls put in place.
- This will include warning signs for slippery floors, the use of absorbent floor mats, securing electrical leads and correct use of ladders and steps.
- Potential and actual hazards must be reported immediately to the proprietor or Head of Community.

#### Smoking

- Smoking will not be permitted in the premises or outside the front of the school.

#### Supervision

- Close supervision will be provided to learners during playtimes as detailed in the Supervision Policy.
- Rough physical, dangerous play and activities will not be tolerated and be subject to the Behaviour Policy.
- The use of mobile phones by staff will not be permitted unless in an emergency.
- There will be regular contact between the staff and the school during use of the public playground via walkie-talkie.
- All employees to comply with the Supervision Policy.

#### Training

- Health and safety training will be provided to all employees to enable them to meet their statutory obligations and be recorded on their file held in the SIS.
- Training needs maybe identified as part of risk assessments.

#### Waste Management

- All bins will be emptied at the end of each working day and the waste deposited correctly in the designated bin store.
- Food waste bins to be sanitised weekly.

#### Working at Height

- Working height risk assessments, safe systems of working and records will be kept.
- Adults will receive appropriate training and be advise that they must use appropriate access equipment - step ladders, kick stools etc, wear flat shoes and not to climb on furniture when putting up wall displays.

#### **Monitoring and Evaluation**

To ensure the policy complies with all current legislation and guidance and on the basis of any incidents which may have arisen or improvements identified by completion of risk assessments, this will be reviewed as and when required and at least annually.

# Health and Safety Checklist for Classrooms



Health  
and  
Safety

| Questions you should ask:                              |  | Yes | Further action needed | N/A |
|--|--|-----|-----------------------|-----|
| <b>Movement around the classroom (slips and trips)</b> | Is the internal flooring in a good condition?  |     |                       |     |
|  | Are there any changes in floor level or type of flooring that need to be highlighted?  |     |                       |     |
|  | Are gangways between desks kept clear?   |     |                       |     |
|  | Are trailing electrical leads/cables prevented wherever possible?  |     |                       |     |
|  | Is lighting bright enough to allow safe access and exit?   |     |                       |     |
|  | Are procedures in place to deal with spillages, eg water, blood from cuts?   |     |                       |     |
|  | For stand-alone classrooms:<br>▪ Are access steps or ramps properly maintained?<br>▪ Are access stairs or ramps provided with handrails? |     |                       |     |
| <b>Work at height (falls)</b>                          | Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?  |     |                       |     |
|  | Is a window-opener provided for opening high-level windows?  |     |                       |     |
| <b>Furniture and fixtures</b>                          | Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?                                  |     |                       |     |
|  | Is furniture in good repair and suitable for the size of the user, whether adult or child?   |     |                       |     |
|  | Is portable equipment stable, eg a TV set on a suitable trolley?   |     |                       |     |
|  | Where window restrictors are fitted to upper-floor windows, are they in good working order?  |     |                       |     |
|  | Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?                     |     |                       |     |
| <b>Manual handling</b>                                 | Have trolleys been provided for moving heavy objects, eg computers?  |     |                       |     |
| <b>Computers and similar equipment</b>                 | If you use computers as part of your job, has a workstation assessment been completed?   |     |                       |     |
|  | Have pupils been advised about good practice when using computers?   |     |                       |     |
| <b>Electrical equipment and services</b>               | Are fixed electrical switches and plug sockets in good repair?   |     |                       |     |
|  | Are all plugs and cables in good repair?   |     |                       |     |

|  |  |  |  |  |
|--|--|--|--|--|
|  | Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.) |  |  |  |
|  | Has any damaged electrical equipment been taken out of service or replaced?  |  |  |  |
| <b>Asbestos</b>                                    | If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?   |  |  |  |
|  | Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?   |  |  |  |
| <b>Fire</b>  | If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> <li>▪ unobstructed;</li> <li>▪ kept unlocked; and</li> <li>▪ easy to open from the inside?</li> </ul>                |  |  |  |
|  | Is fire-fighting equipment in place in the classroom?  |  |  |  |
|  | Are fire evacuation procedures clearly displayed?  |  |  |  |
|  | Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?   |  |  |  |
| <b>Workplace<br/>(ventilation<br/>and heating)</b> | Does the room have natural ventilation?  |  |  |  |
|  | Can a reasonable room temperature be maintained during use of the classroom?   |  |  |  |
|  | Are measures in place, for example blinds, to protect from glare and heat from the sun?  |  |  |  |

This is not an exhaustive list and you should identify any other hazards associates with the daily use of the classroom including any further actions needed. If necessary, discuss this with your head teacher or employer.