

BALES COLLEGE
HEALTH AND SAFETY POLICY



Legal Status:

- Prepared with regard to Health and Safety at Work etc Act 1974 and associated amendments and regulations including any relevant supporting documents.
- The Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability, Act 2001.
- Health and Safety: Department of Education (DfE) *Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies* (DfE July 2011).
- Health and Safety Executive (HSE) *School trips and outdoor learning activities - tackling the health and safety myths* (HSE July 2011).
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) (Amendment) Regulations.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation www.hse.gov.uk/riddor Tel: 0345 300 9923.

Applies to:

- the whole school along with all activities provided by the school, including those outside of the normal school hours;
- all staff (teaching and non-teaching), the directors and volunteers working in the school.

Related Documents:

- General Statement of Health and Safety Policy Summary, Health and Safety Poster (displayed)
- Health, Safety and Welfare Procedures, Risk Assessment Policy
- Equality and Diversity Policy (2010) along with the Public Sector Equality Duty (2011), Single Equalities Policy
- Safeguarding Children - Child Protection, Safer Recruitment, Anti Bullying Policies, E Safety
- Behaviour Discipline and Sanctions Policy
- First Aid and Medication Policies
- Learning Outside the Classroom - Educational Visits and Off Site Activities

Availability:

- The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Bales College.
- This Policy is also made available on the School website: www.balescollege.co.uk and a copy can be requested from the school office, during the school day, or by e-mail: info@balescollege.co.uk

Monitoring and Review:

- The Proprietor undertakes a formal annual review of the Health and Safety Policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number.

Signed:

Date: 12/07/2018

Mr. W B Moore
Principal and Proprietor

Introduction

Bales College is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfE Guidance 2014 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the employer to have:

- (a) a general statement of policy;
- (b) who is responsible for what (delegation of tasks);
- (c) arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

In accordance with the Health and Safety at Work etc Act 1974:

- (i) the employer (Mr W B Moore) is responsible for Health and Safety, although tasks may be delegated to staff;
- (ii) employees also have the duty to look after their own and others Health and Safety. Employers, school staff and others also have a duty under common law to take care of students in the same way that a prudent parent would.

The overall and final responsibility for Health and Safety is that of Mr W B Moore, in his position as Principal and Sole Trader of Bales College. In order to effectively discharge his duties he has:

- established a Health and Safety Committee, with himself as a Chairman.
- has appointed a Health and Safety Manager (HSM) to delegate the day to day responsibility for ensuring this and other Health and Safety matters are put into practice.

Bales College's policy is achieved by the establishment of an effective Health and Safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The reporting lines for Health and Safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding Child Protection policy and procedures. On matters of Health and Safety the HSM reports to the Principal as Chair of the Health and Safety committee.

The Principal or HSM, when delegating responsibility for carrying out a particular Health and Safety function to employees, must ensure that the persons are aware of the duty, know how they are expected to perform it, and are provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be in place.

General Statement of Health and Safety Policy

Bales College notes the provisions of the Health and Safety at Work etc Act 1974, which places responsibilities on all our staff and in so doing conducts its employment in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in its employment, but who may be affected by it, are not exposed to unacceptable risks to their Health and Safety. The aim of Bales College (W B Moore) is to provide a safe and healthy working and learning environment for staff, students and visitors believing that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its students.

The arrangements outlined in this policy statement and the various other safety provisions made by Bales College (W B Moore) do not in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. Bales College (W B Moore) will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. All areas are maintained under the control of the HSM in a condition that is safe. This includes providing means of access to and egress from the place of work.

The Health and Safety Executive (HSE) enforces Health and Safety law relating to the activities of independent schools and would normally take action against the proprietor if circumstances necessitated. However, in some circumstances, for example where an employee failed to take notice of the policy or HSM's directions in respect of Health and Safety, the HSE may take action against the employee as well or instead.

Bales College is committed to safeguarding and promoting the welfare of students – children and young people and expects all staff and volunteers to share this commitment.

Arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Procedures are formulated for use in case of fire and evacuation of the school premises. Procedures are Identified and followed in case of accident. Safety is considered within the curriculum and is taught as part of students' duties as appropriate. Provision is ensured so that there is sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own Health and Safety whilst ensuring that they have access to Health and Safety training as appropriate or as and when provided.

With regard to the welfare, health and safety of pupils in our school, we take into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure school environment, including the elimination of potential risks to pupils' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented
- how our pupils are supervised during school hours;
- the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality
- how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all pupils ;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying and
- the views of parents and carers, staff, proprietors and others .

We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety along with have a system for assessing risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this.

Responsibility of the Proprietor:

The Proprietor is ultimately responsible for ensuring the implementation of this policy within Bales College. In particular he will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed at Bales College to school and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the Visitors Book to record the arrival and departure all visitors is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to the attention of all staff at the school as necessary;

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- ensure that regular safety inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Proprietor in committee whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Health and Safety Manager the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify any member of staff having direct responsibility for particular safety matters or specifically delegated to assist in the management of Health and Safety at Bales College. Such delegated responsibility must be defined as appropriate;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others, while providing a health and safe environment for students to enjoy learning;
- make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the students in our care, including compliance with the Westminster Borough Children Board locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2015;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect students;
- ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- adopt and maintain an effective policy, organisation and arrangements for the provision of Health and Safety throughout the school;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*;
- hold regular meetings that include Health and Safety as a fixed agenda item;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the school community (Year 7-Year 13) and
- ensure specific controls and procedures are in place for the safety of the students in our care from the point of arrival to the point at which they depart.

Duties of the Chairman of the Health and Safety Committee

The Proprietor has established a Health and Safety Committee, of which he is the Chairman. The Chairman has a particular responsibility for Health and Safety matters at Bales College, including ensuring adequate representation of staff on the Health and Safety Committee.

Duties of the Health and Safety Manager (HSM)

The Proprietor undertakes the duties of Health and Safety Manager(HSM) and takes day to day responsibility for Health and Safety matters –although he may choose to delegate duties to a relevant fulltime member of staff. The HSM acts as the focal point for day to day references on safety and gives advice; indicates sources of advice, obtaining, where necessary, external advice. Duties undertaken by the HSM, which is not an exhaustive list includes:

- carrying out the role of the Chairman of the Health and Safety Committee in the implementation, monitoring and development of this policy within Bales College;
- monitoring general advice given by appropriate authorities on safety matters and advise on its implementation at Bales College along with co-ordinating arrangements for the design and implementation of safe working practices within Bales College;

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- investigating any specific Health and Safety problem identified within Bales College and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Proprietor;
- ensuring that regular safety inspections of Bales College and its activities are carried out, with recommendations on methods of solving any problems identified;
- ensuring that staff control of resources, both financial and other, giving due regard to safety co-ordination arrangements for the dissemination of information and instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained;
- monitoring the Health and Safety policy, ensuring employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- making the arrangements and ensuring implementation of the annual regulatory and best practice Health and Safety inspections;
- carrying out the role of the Chairman of the Health and Safety Committee in producing, implementing and monitoring Health and Safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- carrying out the role of the Chairman of the Health and Safety Committee in organising regular fire drills, recording them formally in the Fire Drill File which is kept in reception along with ensuring that the fire drill instructions are in all rooms;
- ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
- involving, via the academic staff, students in the Health and Safety of the school;
- ensuring that regular visitors observe the school's safety rules;
- familiarising visitors with school's Health and Safety rules as part of their induction;
- have a clear understanding on actions to take in the event of any emergencies and;
- ensuring that the procedures and practices identified on the Appendix to this policy are in place.

Additionally, the HSM is also responsible for:

- ensuring information to staff is up to date, along with updating the Health and Safety notice board in the staff room;
- liaising with external contractors on matters of Health and Safety.

Responsibilities and Duties of all Staff towards students and others in their care

The Health and Safety at Work etc Act 1974 states:

'It shall be the duty of every employee while at work to:

- (a) to take reasonable care for the Health and Safety of himself and of any persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of students. All staff will make themselves familiar, and ensure compliance with, the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice relevant to their work.

All members of staff are responsible for the Health and Safety arrangements in relation to staff, students, volunteer helpers and visitors under their supervision. In particular, they must monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;

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- be aware of and implement safe working practices and personally to set a good example;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that it is used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of Health and Safety arrangements;
- provide the opportunity for discussion of Health and Safety arrangements;
- investigate any accident or incident where personal injury could have arisen and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training;
- where private vehicles are used to transport students to and from school functions, staff must ensure that child restraints and seats appropriate to the age of the students concerned are used. Staff must also ensure that their private motor insurance is endorsed to permit carriage of students and;
- where any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the matter to the HSM.

All employees will, so far as is reasonably practicable:

- take reasonable care for Health and Safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Proprietor, HSM and other relevant authorities in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, when in doubt they must seek immediate clarification from the HSM;
- ensure that tools and equipment are in good condition and report any defects to the HSM;
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- ensure that offices, general accommodation and vehicles are kept tidy and clean;
- ensure that any accidents, whether or not an injury occurs and any potential hazards are reported immediately to the HSM;
- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Principal;
- ensure that Health and Safety regulations, rules, routines and procedures are being applied effectively;
- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in Health and Safety training as required;
- inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- take reasonable care of their own Health and Safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work;
- to observe standards of dress consistent with safety and/or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on Health and Safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;

- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
- report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form;
- promote and achieve high standards of Health and Safety and suggest improvements and ways and means of reducing risks;
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others; co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- act as a prudent parent when in charge of students, as they have a duty to under common law;

Employees should follow any Health and Safety procedures put in place by their employer. However if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The HSM will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate. Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, he/she must draw these to the attention of the HSM. All members of Staff will be asked to sign a form annually to indicate they have read and will comply with the Health and Safety procedures of Bales College.

Staff Holding Posts/Positions of Special Responsibility

These staff:

- have a general responsibility for the application of the Proprietor's safety policy to their own area of work and are directly responsible to the HSM for the application of existing safety measures and procedures within that area of work;
- follow the advice or instructions given by the HSM including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any Health and Safety problem any member of staff may refer to them and refer to the HSM any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the HSM;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the HSM or any relevant adviser appointed by the Proprietor/Committee;
- shall propose to the HSM requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Standard Working Practices

Our standard working practices also include:

- ensuring that the Visitors' Book (in the School Office) to record the arrival and departure all visitors is completed;
- ensuring all staff are trained in the particular Health and Safety issues that affect students;
- ensuring all employees and volunteers are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school;
- arranging and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right;
- ensuring registers (in and out) are kept of students attending, for example Late Registration;
- overseeing our own system of regular checks and monitoring procedures to ensure that our Health and Safety arrangements are maintained in an effective manner;
- ensuring the school has direct access to sources of competent people and up to date guidance in all matters of Health and Safety;

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- making arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures;
- ensuring specific controls and procedures are in place for any external visits or outings anywhere, including an emergency contact/medical form for each child;
- ensuring specific controls and procedures are in place for ensuring that students do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and;
- ensuring all visitors wear badges when on school premises.

As well as having the general responsibilities/duties of all members of staff also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school. The Chairman of the Health and Safety Committee will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

Risk Assessment

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The HSM will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A Regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on a bi- annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported by the HSM to the Proprietor who will prioritise issues and assign resources to undertake remedial/control measures where required.

Staff Training in Health and Safety, including Risk Assessment

Staff training is a set agenda item for the Health and Safety Committee. Staff training is provided when appropriate in both generic and specific areas with reference to risk assessment, first aid, fire safety, educational visits, curriculum specific activities and COSHH. Newly appointed employees could be vulnerable to any risk and therefore line manager will ensure that all relevant Health and Safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards and wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of all employees.

Arrangements for the Comfort and Well-Being of Students and Staff

The following arrangements are specifically put in place to try to ensure that students are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.
- Our doors have safe vision panels fitted where appropriate.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.

- Wherever possible we have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by students. If this is not possible student supervision will be of the highest priority. Likewise, lockable cabinets for smaller items.
- We have safe and sufficient ventilation to maintain a fresh atmosphere in the building.
- All students are encouraged to drink water and fresh water is available at all times. Drinking water taps are identified.
- We have a disabled toilet designed for disabled people (awaiting planning approval)

All students are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of Bales College and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes eg fire extinguishers/blankets, alarms.

The Curriculum

We teach the students about Health and Safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate students in this regard in the normal school curriculum. We teach students respect for their bodies and how to look after themselves. We discuss these issues with the students in Personal, Social, Health and Economic Education and Citizenship (PSHEE) along with Citizenship lessons; reinforcing these points in science, where students also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes Spiritual, Moral, Social and Citizenship education. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use Form Time (or equivalent) to help students discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

Child protection

If any teacher or employee suspects that a child may be the victim of abuse, they should immediately inform the Principal and/or the School's Designated Safeguarding Person (DMS or Deputy DMS) about their concerns. It is the Proprietor's policy for the school to comply with the London Borough of Westminster Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.

Supervision of students

In addition to this being built in to the day to day working practices at Bales College we also have a separate policy that clearly states the schools approach. We make a professional judgements taking into the consideration the age of the students and activities in which they are engaged. No student is to be allowed unattended into areas of the school which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

Behaviour of any person on the school premises

Our School has a written policy setting out the behaviour expected of all people on the premises and the procedures that will happen when the school wishes to restrict a person's access to school premises because such a person is causing a nuisance or disturbance. A person who has been banned from entering school premises is trespassing if he or she does so without permission.

Theft or other criminal acts

The Principal and the HSM will investigate any incidents of theft involving students. If there are serious incidents of theft from the school site, the Principal or the HSM will inform the police and record the incident in the incident book. Should any incident involving physical violence against a teacher occur, this must be reported to the Principal immediately.

Consultation arrangements with employees

There is a Health and Safety sub-committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards.

Recording and Reporting accidents to staff, students and visitors

The HSM Ensures Bales College Complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* under which Bales College is required to report to the Health and Safety Executive (telephone: 0345 300 99 23):

- Deaths;
- Major injuries;
- Over-three-day injuries;
- An accident causing injury to students, members of the public or other people not at work;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done - a 'near miss'.

Off-site Visits, Including Residential Visits and School-Led Adventure Activities

The School has an Educational Visits Co-ordinator (EVC) along with policies and procedures for Educational Visits and Off-Site Activities. Staff are made clear of what to do in an emergency and are asked to consider this as standard as part of their risk assessment for all trips. The school also access to professional advice and detailed documentation in this area of the curriculum. With reference to our off-site activities:

- We always ensure adequate staffing ratios at all times.
- Adults accompanying residential trips have a DBS enhanced certificate.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We always insist that parents sign consent forms whenever we plan to take the students away from the premises for an outing somewhere, no matter where.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking school trips make the appropriate risk assessment prior to the visit.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport students anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc that are required to transport the students on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts. We instruct the students to use seat belts at all times when the bus is moving.

Dealing with Health and Safety Emergencies: Procedures and Contacts

The procedures for Fire and Emergency evacuation are made clear to staff and students. The log book for recording and evaluation of practice and evacuation drills will be held securely in school office. The HSM has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the HSM which are specified in the daily routines.

First Aid, Medication and supporting Medical Needs

Please refer to the school's separate First Aid Policy. Bales College has in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- having at least one qualified person on site when students are present;
- showing how accidents are to be recorded and parents informed;

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- access to first aid kits;
- arrangements for students with particular medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures for dealing with spillage of body fluids and
- guidance on when to call an ambulance;

At Bales College:

- First Aid boxes are held in School Office and in other other key areas. Portable boxes are available from the School Office for off site visits and where needed;
- The names of all qualified First Aiders will be circulated to all staff and a copy held by the School Office.
- The accident book and report forms for injuries and the procedures to be followed are clearly outlined in the First Aid policy;
- A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity and
- The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Group Leader and supervising staff.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The School Administrator is responsible for maintaining first aid supplies in conjunction with an appointed member of SMT. A prominent notice in reception lists the first aiders and their locations. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity.

If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy.

Occupational Health Services and Managing Work-Related Stress

As a good employer we take our duties and responsibilities with regard the welfare of both staff and students very seriously. The school has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

Workplace Safety for Teachers, Students and Visitors

The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of Bales College eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school

School Security

The following arrangements are specifically put in place to look after all the students in our care at all times.

- All teachers and support staff including volunteers ensure that all curriculum activities are safe.
- A child is never taken off-site without the prior permission of the parent and in such cases all departures and arrivals are recorded.
- Only those who hold a current 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the students in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS/CRB and Barred List Check is sought, with supervision arrangements and a mentor put in place.
- A minimum of two members of staff are always present during the school day whenever any students are on our premises.
- All arrivals and departures of visitors are recorded.
- All students in our care are regularly reminded of safe practice when on our premises. They are encouraged to report anything they notice that might be unsafe.
- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.

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- We have installed a fire alarm system to enable any member of staff to raise an alarm that everyone else can hear.
- Fire marshalls/ wardens have been appointed and are named in the Fire Safety Policy.
- We practice, on a regular basis, what to do in the event of a fire and make sure all the students in our care know what to do if they hear our fire alarm.
- In accordance with requirements a number of staff have been trained in first aid. We record accidents, incidents and near misses.
- We only use safety-approved substances for use by students, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.
- We only use coaches and minibuses where seat belts are provided. We instruct the students to use seat belts at all times when the bus is moving.
- We log all incidents involving injury in the school and we inform parents in all cases.
- Head injuries will always be reported to parents and carefully monitored.
- Should any incident involving injury to a child take place, a first aider will be called to assist. If necessary, a staff member based in the Office will telephone for emergency assistance.

At all times we aim to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Principal and HSM immediately. The Principal or HSM will direct any intruder that they must leave the school site straight away. If this does not occur the Principal or HSM will contact the police immediately.

Violence towards Staff

If there are any concerns about the behaviour of visitors they are required to leave the premises. With reference to students, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

Manual Handling

The School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

Slips and Trips

Bales College has procedures in place to reduce the risk of slips and trips at the school.

On-site Vehicle Movements

Due to the angle of the entrance and size of the car park there are limited vehicle movements onsite. The school takes traffic awareness training into consideration. Staff are advised to travel by public transport and parents are advised to drop students in the church car park to avoid congestion and limit the proximity of cars to the school's entrance and it's students.

Management of Asbestos

An Asbestos survey has been undertaken with recommendations implemented; the school has in place both policy and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

As part of our planned school refurbishment we will be undertaking an up to date asbestos survey, which will assess any current risks.

Control of Hazardous Substances

The implications to COSHH applied at Bales College where both records and working practices reflect the seriousness in which Bales College implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum (including science laboratories) and administrative functions.

Selecting and Managing Contractors

When the premises are used for purposes not under the direction of the Principal then, subject to the explicit agreement of the Principal and Health and Safety Committee, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the HSM. The Principal notes their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Principal or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to prevent persons in their care from a risk or injury. The Principal will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

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 comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Principal, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Principal and that they do not, without the prior consent of the Principal:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

The procedures for the selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account:

- the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed 'the site';
- the scope of the Works
- the name of the Contractor undertaking the Works;
- the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

Maintenance and testing

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by students.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

Fire Safety

In Accordance with the 'Fire Safety Order' (2005) Bales College undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our proprietor complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

The 'responsible person' at Bales College keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; (vi) certificates for the installation and maintenance of fire-fighting systems and equipment

Non-Smoking

Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises. Any member of staff wishing to smoke must leave the school site, out of view from the students, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. We aim to help students know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide students with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip students with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

Arrangements for Hygiene

The following arrangements are specifically put in place to minimise the likelihood of any staff or students picking up undesirable diseases, ailments or other health problems. We teach our students about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by students. Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
- Sanitary bins are provided in female toilets
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.

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- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.
- Pets and animals (except for guide dogs) are strictly forbidden inside the premises during term time. Dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

Lettings and Hirers (although at present not something the College does):

The Principal must ensure that:

- the means of access and egress are safe for the use of hirers and that all plants and equipment made available to and used by the hirer is safe;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed;
- hirers using any equipment or facility provided by Bales College are familiar with its safe use and if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
- hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.) and;
- hirers adhere to the capacity figures detailed on any lettings documentation.

Further Information

With reference to the following statements, Bales College has the required details, policies, procedures and working practices in place. The Health and Safety Policy should be read in conjunction with the College's other policies which relate to first aid, fire safety, safeguarding and visitors to the school.

This Policy was reviewed

By:

W B Moore
Principal and Propriator

A Sabat
School Business Manager

Date: 13/07/2018

Next Review: July 2019 (or before if circumstances necessitate).