



## Health and Safety Policy

Reflexion Care Group Limited has a Health and Safety Policy which is regularly updated, a copy of which is held at Black Birches and on the school computer system. The Health and Safety Policy of the school should be read in conjunction with the company policy. This policy is informed by:

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 \(RIDDOR\) 2013](#), 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](#), 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](#), 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

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

### **Aims**

- To ensure the health and safety of all employees, students, visitors and members of the public who enter onto the premises of The Evolution and/or Vocational Centre.
- To set out the duties and responsibilities of both the organisation and its employees.
- To recognise the partnership necessary with the L.E.A to ensure that all statutory duties in this field are met.
- To emphasise the importance of the need to manage health and safety.

### **Guidelines**

- The Directors have overall responsibility for Health & Safety at The Evolution and Vocational Centre



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- This responsibility is delegated to The Head Teacher who has day to day responsibility for Health and Safety at the school/Vocational Centre.
- Teaching Staff have responsibility for Health and Safety in respect of their areas of the curriculum and their daily working areas.
- All staff in attendance at The Evolution and/or Vocational Centre, regardless of position or role, have certain duties and responsibilities in respect of Health and Safety as set out in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999
- Such duties include:
  - Co-operation in respect of any Health and Safety matter
  - To not interfere with anything provided to safeguard their safety
  - To adhere to any instruction or training in respect of Health and Safety
  - To use any equipment in accordance with instruction or training received
  - To take reasonable care of the Health and Safety of both themselves and others; and
  - To report any Health and Safety concern to either the School Administrator, The Head Teacher or a Director
- To perform a suitable and sufficient risk assessment with regards to any Hazard which is likely to cause injury or harm; to act on that risk assessment to reduce the potential for injury or harm; and to identify any residual risk that may remain subsequent to the measures to reduce risk being put in place.
- To regularly review all risk assessments
- Health and safety will be an agenda item at each staff meeting
- All members and staff are expected to maintain good order and behaviour of all pupils by adhering to the School Behaviour Policy.
- Visitors, contractors and users of the premises other than pupils require special consideration. Contractors and hirers must be able to satisfy the school of their competence to pursue their activities safely and make adequate arrangements for fire and other relevant emergency precautions.
- Students are also expected to take reasonable care to avoid acts or omissions that it can be reasonably foreseen might be likely to injure someone.
- The Evolution and Vocational Centre has taken steps to ensure the safety of disabled people through the Equality policy.

Under Common Law, all staff at The Evolution and/or Vocational Centre have a duty of care to all pupils in their charge. The simplest means of deciding on the suitability of certain actions is to ask yourself “Is that which I am about to do, that which I would do with my own children?” If the answer is no, then the action should be avoided. Similarly, the duty of care is to do that which would be deemed as “reasonable”. Although there is no legal definition of reasonableness, a helpful guideline for what is unreasonable is “to do that which if in full possession of facts, (one) would not have dreamt of doing.” In a court of law, the questions asked would be:-

- Is a duty of care owed?
- Was the duty not discharged or not discharged properly?
- If not, did any damage accrue?

If the answer is “yes” then the member of staff may be facing a charge of negligence. This must be manifest negligence or incompetence. Simple under performance is not negligence. The defence against a charge of negligence would need to cover:-

1. All reasonable steps (as that of a reasonable body of professional opinion) have been taken to ensure the safety of equipment and premises, including suitable Risk Assessment.
2. Class instruction/briefing on safety and appropriate behaviour has been given.
3. Class prepared for activity and instructed in the use of equipment and appropriate footwear and clothing.
4. The work/activity is in keeping with appropriate and normal practice.
5. Visits, outdoor pursuits and overseas trips have all conformed to the School’s policy on visits.



## **Standards**

The Head Teacher along with the facilities manager will deal with all Health and Safety issues relating to contractors working on the site and also the cleaning and caretaking staff. Staff are expected to be aware of the Health and Safety policy as written by Reflexion Care Group Limited and will have signed to say that they have read this document.

Where an occasion arises where no such guidance has been given a risk assessment should be undertaken:

- identify hazards - those aspects which have the potential to cause harm;
- assess risks - the likelihood of injury coupled with its severity;
- take precautions appropriate to the level of risk established.
- Re-assess the level of risk after taking suitable precautions
- If the residual risk is still too high seek advice about how to proceed

It is the responsibility of the Head Teacher to ensure that general risk assessment is carried out effectively and annually reviewed and that risk assessment for visits and trips are carried out each time a visit or trip occurs. The Head Teacher is the Educational Visits Co-ordinator (This process will be overseen by the director responsible for school).

## **Contractors and School Partnerships**

The majority of maintenance work carried out at school is done by Reflexion Care Group Limited Maintenance staff who are aware of the company's Health and Safety Policy. External Contractors carrying out work for the school will be required to read the company's Health and Safety Policy and act in accordance with this policy. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head teacher to ensure that the Directors and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

Any external users of the school premises will exchange H&S policies and procedures with the School and ensure that the H&S of all staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School.

It is the Head Teacher's responsibility along with the facilities manager to ensure that any External Contractors hold the relevant certificates to prove that they are a Competent Person and that both their Public Liability Insurance, and their Employers Liability Insurances are current and valid.

## **Consultation and Advice**

Employees with observations or queries with regards to Health and Safety should raise their concerns with the Head Teacher in the first instance. If the employee continues to have concerns then the matter should be brought to the attention of one of the company Directors.

It is the responsibility of the Head Teacher to ensure that appropriate knowledge is possessed by employees who work in hazardous areas, e.g. Science, in which various memberships can be useful such as CLEAPPS.

It is the responsibility of each of the teachers to ensure that they have access to and knowledge of relevant advice and information.

## **Workplace stress**



Employees should seek support and advice in the first instance from colleagues or the head teacher if they are experiencing stress which they feel is unmanageable and/or impacting on their health. They have a duty to raise such issues to allow New Reflexions to respond appropriately in an effort to reduce stress. If the response of the head teacher is not to their satisfaction, then concerns should be taken to the HR manager or Director with responsibility for the school: Mandy Clarke.

### **Accident Reporting**

All injuries should be reported to the administration team at The Evolution or Vocational Centre who will ensure the accident book is completed.

It is the responsibility of the Head Teacher to report student accidents to Michelle Carter (Care senior administrator) at Head Office and employee accidents to Michael Timmins (HR), who will then determine if the Company needs to file a RIDDOR.

The school keeps a log on its "Schoolpod" system of all visits and trips. The lead teacher/teaching assistant should log on their return that no incidents or accidents have occurred during the trip or record details of any issues.

### **First Aid – see separate policy**

### **External Investigation of an Accident**

Where a RIDDOR instigates an external investigation of an accident by the appropriate authorities the Evolution and/or Vocational Centre and its staff will co-operate fully with the investigating authority.

### **Training, Instruction and Competence**

The successful implementation of this policy depends upon the knowledge and skill of all staff. It is a fundamental responsibility of all managers to ensure that staff and the pupils under their control are competent for the tasks they are called upon to perform.

### **Mini-buses**

The Evolution nor Vocational Centre own a mini-bus. For any visits involving the use of a hired mini-bus, it is the duty of the staff concerned to ensure that they adhere to all the regulations covering the use of the mini-bus (e.g. insurance, fitness for purpose, driver training, seat belts, and driver hours, inspection for safety and reporting faults and pupil supervision).

The school has a car which is available for teachers to use for work purposes. Teachers should ensure that they are familiar with the recording requirements when they use the car and take responsibility for reporting any damage/issues in a timely fashion.

Teachers must inform the head teacher if there are any changes to their driving licence which may impact on their insurance to use the school car.

Teachers should report any issues with the school car to an appropriate person as soon as possible.

A weekly vehicle check should be undertaken of the school car, which should be sent to MOTaTech for the attention of Jeremy Hill.



### **School security**

The school must remain secure at all times, this means that the side gate, front door to the house and pedestrian gate must remain closed and locked to the outside. All employees are responsible for ensuring this security and students should be encouraged to understand the importance of security too. Anyone allowing access to visitors through the pedestrian gate should seek to identify the visitor via the intercom system before allowing them access.

Out of hours the school should be locked, including any internal doors and the intruder alarm put on.

### **Violence at work**

The Evolution Centre believes that staff should not be in any danger at work, RTI training is designed to ensure the safety of all and should be used appropriately. The school does not tolerate violent or threatening behaviour towards staff, but also recognises that the vulnerable nature of the young people we work with means that this type of behaviour may be experienced. All staff should report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher and record as required using the Schoolpod system. Violence from visitors or other staff will not be tolerated and issues should be reported immediately to the headteacher.

### **Visitors**

Visitors to the school will either be accompanied at all times or be provided with information about fire evacuation procedures, school rules, contact names and this policy. Regard must be given to visitors DBS status if they are not accompanied.

All visitors to the school must sign in and sign out at reception.

### **Manual Handling**

All staff receive training during their induction in relation to safe lifting and moving of everyday work equipment. Staff at school should constantly consider their own health and safety when lifting or moving heavy items and take the necessary precautions, seek assistance or choose not to carry out the activity if it is not safe to do so. The school owns a step ladder, anyone using this ladder must have read the associated risk assessment and be suitably fit and well to apply it.

### **Fire Safety** (including gas leaks and chemical leaks)

- The Head Teacher along with the fire safety officer (Jonathan Penrose) are responsible for ensuring that Fire (Emergency) Evacuation procedures are in place, are known and understood by all and practised at least once a term (see Fire file for those procedures).
- The fire officer is responsible for the maintenance and location of fire extinguishers and for regular fire system checks.
- On hearing the alarm all staff must evacuate themselves and those young people in their charge via the nearest fire exit to the collection point on the car park. Detailed information about individual staff roles is available on a separate sheet.
- If it is not immediately clear that the alarm has been set off by a young person acting out then the person in charge is to carry out a full check of the building including cupboards and unused spaces. Only when it is absolutely clear that there is no fire and the cause of the alarm has been identified should young people be re-admitted to the building.
- If there is a fire then young people should be dismissed with their care staff to return home, any remaining day students and staff can take shelter in the nearby primary school if necessary so that arrangements can be made to return them home.
- All necessary contact details are available in the school office or at head office if the school is not accessible.





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Fire detection systems, emergency lighting systems and fire-fighting equipment will be inspected by a competent person at least annually, or after any event which results in a full evacuation of the premises, other than for the purposes of a fire drill.

### **Substances** (The Control of Substances Hazardous to Health (COSHH) Regulations 1999)

The head teacher is responsible for a formal assessment of the risks that might arise from the use at work of substances defined as hazardous to health. This responsibility may be delegated to those with specific knowledge and experience with certain hazardous items, E.g. science teacher. Precautions commensurate to the risk must be specified and implemented. Any mechanical measures (such as fume cupboards) used to control risks must be subject to periodic inspection and records kept to prove that this requirement has been complied with. Employees are required to make full and proper use of any protective equipment provided to protect their health and report immediately any defects.

Substances “hazardous to health” fall into the following categories:-

- a) substances labelled by suppliers “very toxic”, “toxic”, “harmful”, “corrosive” or “irritant”
- b) substances for which a maximum exposure is specified
- c) a micro-organism used at work that constitutes a hazard to health
- d) dust of any kind if it is present in substantial concentration in air
- e) any substance not included there which creates a comparable hazard to health

### **Electrical Safety**

The company Health and Safety Co-ordinator is responsible for ensuring the inspection of electrical equipment. PAT testing will be carried out regularly at the school. All teachers are responsible for removing from use any item from their own areas which fails to meet the necessary requirements. Any member of staff wishing to bring personal electrical items to use in school must first discuss the matter with the Head Teacher; if the item is less than a year old and visual inspection indicates no damage then it is likely to be permitted. Any items over one year old must be PAT tested before use.

The electrical systems for The Evolution and Vocational Centre will be inspected fully by a competent person either every five years or following a significant replacement, or addition, to the electrical systems at the property.

### **Oil / Gas Safety**

Any oil or gas heating systems will be inspected by a competent person at least annually, or upon a major refurbishment or overhaul of the system.

### **Monitoring and Evaluation and Review**

Periodic checks and routine inspection of the premises and the Risk Assessment procedures will be made by the Director responsible for Health and safety to ensure that the stated arrangements are in force and are effective.

### **Asbestos**

The school has had a full inspection and report, there are no records of asbestos which require any further action. Any works that may open up areas previously unavailable should have full consideration for the possibility of discovering asbestos. Those undertaking this work should have training to ensure they remain safe.



## **References**

Health and Safety at Work Act (1974)  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (General Provision) Regulations 1992  
Education (School Premises) Regulations 1996  
Workplace (Health, Safety and Welfare) Regulations 1992  
Education Act 1988  
Fire Precautions Act 1971  
Fire Precautions (Place of Work) Regulations 1999  
Advice taken from Cheshire County Council, Health and Safety Department, October 2001  
Annual Briefings from Cheshire County Council – Including Annual Reports.  
Health & Safety Manual, Cheshire County Council (distributed October 2002)  
Standards for LEAs in overseeing Educational Visits (Part 1) July 2002

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Reviewed March 2018