

Horizons Independent School

**HEALTH AND SAFETY
POLICY**

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1.0 Statement of Intent

2.0 Responsibilities

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1.0 STATEMENT OF INTENT

Horizons Independent School treats the health, safety and welfare of our pupils, staff and visitors as our top priority.

We shall endeavour to comply with all applicable health & safety legislation, including the Health & Safety at Work Act (1974) and all regulations made under the act.

We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy has been developed with the assistance of advice from the Department for Education (Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (Feb 2014) and the Health and Safety Executive.

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and interested parties.

2.0 ORGANISATION

2.1 Responsibilities of the Proprietor

The proprietor of Horizons Independent School, as the employer, has overall responsibility for the health & safety of their employees and all persons affected by their operations.

Specifically, the Proprietor is responsible for:

Reviewing the health and safety policy annually and implementing new arrangements where necessary.

Providing appropriate resources within the budget to meet statutory requirements and the health and safety policies, procedures and standards.

Seeking specialist advice on health and safety matters which Horizons Independent School may not feel competent to deal with.

At the provision's level, duties and responsibilities have been assigned to staff as laid out below.

2.2 Responsibilities of senior staff

The proprietors are responsible for the day-to-day management of health & safety.

Specifically, senior staff are responsible for:

- Ensuring adherence to statutory requirements and health and safety policies, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within Horizons Independent School.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the proprietors where necessary.
- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Reporting any significant hazards which need rectifying.
- Maintaining, or having access to, an up-to-date library of relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the school's activities, and that control measures are implemented.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them, and informing staff of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out regular inspections of all areas of the school to ensure that equipment, furniture and activities are safe, and recording these inspections where required.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Collating and maintaining records related to health, safety and welfare.

- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.

2.3 Responsibilities of all Employees

Under the Health and Safety at work Act (1974) all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate with senior staff on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the school office.
- Report immediately any shortcomings in the arrangements for health and safety.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

3.0 ARRANGEMENTS

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3.1 Risk Assessments

General Risk Assessments

The risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by a member of the senior staff, following guidance contained in this policy, and are approved by senior staff.

These risk assessments are available for all staff to view and are held centrally.

Risk assessments shall be reviewed every term in line with the termly monitoring inspection, or following significant changes to the activity or premises, or following an accident/incident, or

following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers and visitors.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by senior staff. Such risk assessments will be reviewed on a regular basis by senior staff.

It is the responsibility of employees to inform senior staff of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils' parents/carers to inform senior staff of any medical condition which may require support during school hours.

Curriculum Activity Risk Assessments

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments.

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

3.2 Monitoring and Inspection

A general inspection of the school's premises, equipment and facilities shall be conducted termly by a member of the senior staff.

Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

Senior staff are responsible for conducting an annual inspection and reporting findings to the proprietor.

3.3 Training & Communication

All new employees, including work experience students, shall receive training in health and safety aspects related to their role as part of their induction.

Staff training includes, but is not limited to, manual handling, emergency procedures, health & hygiene, first aid, COSHH and working at height.

Any changes to health and safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Training and briefing records shall be held centrally.

The statutory health and safety poster has been completed and is on display in the staff kitchen.

Employees are encouraged to provide feedback on health and safety issues. Feedback received shall be considered by senior staff and acted upon if deemed appropriate.

3.4 First Aid

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from interested parties, or significant changes to the school's premises/activities.

First Aiders

Senior staff are the designated staff member responsible for administering first aid. They hold a current one year first aid and anaphylaxis training certificate. They shall keep their certification up-to-date through regular refresher training.

All other staff members undertake the Level 2 Award 'Emergency First Aid at Work' every 3 years.

First Aid Kits

First aid kits are located in the following areas::

Kitchen (FULL KIT)

First aid kits are replenished regularly. Supplies are kept in the school office. Senior staff are responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.

Each full first aid kit contains the following in sealed packages:

Waterproof plasters.

Blue plasters (for kitchen staff).

Eye pad with bandage.

Triangular bandages.

Safety pins.

Sterile dressings (assorted sizes).

Moist wipes. (medicated, alcohol free)

Disposable gloves.

Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

Check for any immediate danger to the pupil.

Assess the pupil's condition.

If you are not a trained first aider, request help from the nearest trained staff member.

If necessary, call 999 - ask for an ambulance and answer all questions calmly.

Administer first aid as appropriate until help arrives.

Arrange for a member of staff to contact the pupil's parents/carers and make them aware of the situation.

If parents/carers cannot be contacted, leave a message asking them to contact Horizons Education urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.

A member of staff must accompany the pupil to hospital and stay with them until their parent/carer arrives.

Complete a Medical Incident Form and hand it to senior staff.

Infectious Diseases

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- A member of the senior staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the sick room and arrangements made for collection by their parent/carer.
- For COVID-19 related symptoms, pupils will be isolated in the designated area until collection.
- Emergency contact numbers will be used if the parent/carer cannot be contacted.
- The pupil and parent's right to confidentiality shall be respected.
- The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email the school office in the morning if their child is unwell and will not be attending school.

Pupil Health Care Plans

Horizons Independent School recognises that some pupils may have medical conditions that require support so that they can attend school regularly..

Health Care Plans will be obtained from the school.

Medication

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer (e.g. penicillin, ear/eye drops, cough mixture, allergy creams & pills and travel sickness pills - No Aspirin shall be administered). Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission. Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g. for anaphylaxis, asthma, diabetes, epilepsy).

Medicine consent forms for parental completion are located centrally.

Records shall be kept by the senior staff of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils. If stated, the medication may need to be stored in the fridge located in the staff kitchen.

Epipens and inhalers are kept in a clearly marked bag. Pupils who may require the use of an epipen also have one available within their classroom area.

Anaphylaxis

A list of pupils who may require the use of epipens due to susceptibility to anaphylaxis is displayed in the staff kitchen, and kept up-to-date by the senior staff.

All staff members have been trained in anaphylaxis awareness and the use of epipens by a specialist.

The following procedure regarding anaphylaxis is briefed to all staff members and regularly reviewed:

Educate susceptible pupils so that during play times they know what not to eat or touch.

The pupil may be unwell if they exhibit the following symptoms:

- Strange scratching at neck.
- Strange unformed sentences.
- Wheezing / gasping for breath.
- Tongue may be 'tingling'.

This indicates their airway may be affected and requires action.

Send for additional help and call an ambulance, stating anaphylaxis.

- Hold the pupil on your lap.
- Administer adrenaline.

Call their parent/carer.

Administer a second dose if needed after 5 minutes.

3.5 Accidents

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the school office without delay.

A Pupil Accident Book and a Staff Accident Book is located in the staff kitchen and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The senior staff shall investigate all accidents, act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal effect, remedial actions shall be taken immediately.

The Accident Book shall be reviewed annually by the school office and any trends identified reported to senior staff for action.

Completed Accident Books must be kept for a minimum of 3 years.

Accident Reporting - HSE

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office within 10 days of occurring:

<http://www.hse.gov.uk/riddor/>

Deaths (to be reported by telephone without delay).

Major injuries (see HSE website for definitions - to be reported by telephone without delay).

Injuries to an employee resulting in them being unable to work for 3 or more consecutive days (including weekends).

Injuries to pupils, and other non-employees, through activities connected to the school's activities, that lead to a hospital visit.

Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).

Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Accidents - Pupils

In addition, the following arrangements are in place should a pupil suffer an accident:

All school pupils, parents/carers are informed via an accident slip which will be shared with a parent/s at the end of each school day.

3.6 Fire Safety

See separate Fire Safety policy for details.

3.7 Insurance

Horizons Independent School have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are displayed in both buildings and are available for inspection by all interested parties.

3.8 Smoking

Horizons Independent School operates a no-smoking policy applying to all staff, pupils, parents, visitors and contractors when they are on site.

The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.

Smoking is not permitted at any time anywhere in the school grounds including toilets, classrooms, staff room or the car park.

At Horizons Independent School we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.

No-smoking notices are prominently displayed around the site, including at all entrances to the school, and anyone found smoking on the premises will be politely asked to leave.

3.9 Security

Horizons Independent School treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the senior staff, and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System (contractor maintained 24/7)
- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Keeping the front door locked as an extra security measure when the premises are empty.

- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors sign-in in the visitors book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Fitting security locks to all windows identified as requiring them by the insurance company.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
- Not permitting any child under the age of 14 from collecting a pupil.
- Ensuring that pupils are handed over personally to the collecting adult.
- Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.

3.10 Levels of Supervision

Horizons Independent School recognises the importance of maintaining suitable levels of supervision for our pupils. The minimum staffing ratios outlined below shall always be adhered to.

The following applies to all areas:

- Pupils will always be within sight of an adult.
- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

3.11 Electrical Safety

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
- Electrical equipment is sited carefully to avoid trailing leads. Lead covers are available in every room.
- Pupils are only allowed to use electrical equipment once trained and with adult supervision.
- Electric socket safety covers shall be fitted in classrooms and other locations where necessary.

- Portable electrical equipment is regularly PAT tested by a competent person and records kept in the school office.

3.12 Workplace Temperature

Horizons Independent School recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:

Areas where there is a lower than normal level of physical activity (e.g. sick rooms): 21°C

Areas where there is a normal level of physical activity (e.g. classrooms & canteens): 18°C

Areas where there is a higher than normal level of physical activity (e.g. gyms & drama workshops): 15°C

NB: All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults.

3.13 Over-exposure to the Sun

Horizons Independent School recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

- Parents/carers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.
- Pupils may bring to school a named bottle of sun cream to reapply at midday should they wish.
-

Supervising staff are to ensure that during hot weather:

- Pupils wear sun hats when outside.
- Pupils are encouraged to drink plenty of water.
- Pupils are encouraged to sit in shaded areas when outside.

3.14 Cleaning

Horizons Independent School recognises the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).

- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.

Good health and hygiene practices are actively promoted through notices, signs, posters and leaflets.

3.15 Personal Hygiene

Horizons Independent School recognises the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.

Good health and hygiene practices are actively promoted through notices, signs, posters and leaflets.

3.16 Kitchen Safety

The following health & safety arrangements specific to the kitchen areas are in place:

- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is offered to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.

- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

3.17 Slips, Trips and Falls

Horizons Independent School recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions.
- Floors are thoroughly dried following cleaning and spillages.
- Yellow "wet floor" safety signs to be positioned when necessary.
- Employees are trained in the proper use of stepladders and kick stools.

3.18 Working at Height

Horizons Independent School recognises that working at height can present a significant risk to health and safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

The following arrangements are in place relating to working at height:

- When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.
- Stepladders and kick stools shall be checked annually by senior staff to ensure they are safe to use.
- Pupils are not to use stepladders or kick stools.
- Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

3.19 Display Screen Equipment

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:

- A display screen equipment assessment shall be conducted by senior staff and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimise risks.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

3.20 Contractors on Site

Senior staff are responsible for ensuring that all contractors engaged to work on the premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors are required to report to the senior staff, sign the visitor's book and be briefed on any health and safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors will be asked to provide risk assessments and method statements for the work to be undertaken, which shall be agreed with Horizons Independent School before work commences on site.

All work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.

All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, who have to attend during school hours will have DBS clearance.

3.21 Lone Working

Please see separate policy

3.22 Staff Well Being

Horizons Independent School recognises that the mental and physical well being of our employees is key to the running of a successful provision and the service delivered to our pupils.

All employees must declare to senior staff any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

Employees may discuss in confidence with senior staff any personal health or domestic issue which they feel may impact on their role.

Employees must report to senior staff any incidents relating to staff well being such as violence, intimidation, stress or bullying.

