



## Health & Safety Policy

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## DISTRIBUTION OF COPIES

This policy is distributed to all staff and Management as an e-copy, in hard copy in the main office and available to anyone else on the OMNI website.

## REVIEW PROCEDURES

The Health and Safety Policy for the OMNI Alternative Provision will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Management Team for acceptance.

## STATEMENT OF INTENT

OMNI Alternative Provision recognises that ensuring the health and safety of staff, young people and visitors is essential to the success of the Provision. We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training, and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the provision.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All staff and young people will play their part in its implementation.

## ORGANISATION

### 1.0 INTRODUCTION

1.1 In order to achieve compliance with the Statement of Intent OMNI's Leadership team will have additional responsibilities assigned to them as detailed in this part of the Policy. The Management and Directors as the employer, has overall and final responsibility for health and safety matters at OMNI, and for ensuring that health and safety legislation is complied with

### 2.0 THE MANAGEMENT TEAM

2.1 The Management Team is responsible for ensuring that:

- a) The health and safety policy statement is clearly written, and it promotes a positive attitude towards safety in staff and young people.

- b) The Head of Service is aware of his health and safety responsibilities and has sufficient experience, knowledge, and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

### **3.0 THE HEAD OF SERVICE**

3.1 Reporting to the Management Team, the Head of Service has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this. The Head of Service will also act as Fire Officer. At the time of issue of this policy the Head of Service is Tomos Jarvis.

- a) He will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) He provides the final authority on matters concerning health and safety at work.
- c) The Head of Service will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
- d) He delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Business Manager.

### **4.0 THE OFFICER RESPONSIBLE FOR HEALTH AND SAFETY**

This is the OMNI Business Manager (OBM).

4.1 The OBM, working in conjunction with Health & Safety Consultants, will advise the Head of Service on health and safety policy. Acting for and on behalf of the Head of Service, he/she has the responsibility for implementing and monitoring the policy. The OBM achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge, and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report on the health and safety performance of the provision is completed termly.

## **5.0 STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

5.1 This includes the Management Team, and provision support staff. They must:

- a) Apply OMNI's Health and Safety Policy to their own areas of work and be directly responsible to the OBM for the application of the health and safety procedures and arrangements.
- b) Develop procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head of Service.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety, and welfare problems that members of staff refer to them and refer to the OBM any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and young people to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated appropriately.
- i) Include health and safety in the annual report for the Head of Service.

## **6.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

All staff working in the classroom environment are expected to:

- a) Exercise effective supervision of their young people and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to young people as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Head of Service or OBM on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the provision without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the OBM.
- i) Report all accidents, defects, and dangerous occurrences to the OBM.

## **7.0 OBLIGATIONS OF ALL EMPLOYEES**

7.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- b) Observe all instructions on health and safety issued by any person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.

- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in OMNI's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

## 8.0 OBLIGATIONS OF CONTRACTORS

- 8.1 When the premises are used for purposes not under the direction of the Head of Service e.g., the provision of school meals, then, **subject to the explicit agreement of the Management Team**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the OBM of any risks that may affect OMNI staff, young people, and visitors.
- 8.3 All contractors must be aware of the OMNI health and safety policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of Service or their representative will take such actions as are necessary to protect the safety of OMNI staff, young people, and visitors.

## 9.0 YOUNG PEOPLE

- 9.1 Young people, in accordance with their age and aptitude, are expected to:
  - a) Exercise personal responsibility for the health and safety of themselves and others.
  - b) Observe standards of dress consistent with safety and/or hygiene.
  - c) Observe all the health and safety rules of the provision and in particular the instructions of staff given in an emergency.
  - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## PROCEDURES AND ARRANGEMENTS

### Introduction

The following procedures and arrangements have been established within our provision to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the provision.

### Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Head of Service (or designated responsible person) who will ensure that the accident is investigated and reported to the Director(s) Management Team and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e., something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated, and appropriate steps taken to prevent a more serious

### Contractors

The Head of Service is responsible for the selection and management of contractors in accordance with the provision's policy.

### Curriculum Safety (including out of provision learning activities)

All teachers/activity leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and young people.

The risk assessments must be made known to all staff and reviewed regularly.

### Display Screen Equipment

The Head of Service is responsible for ensuring that Display Screen Equipment (DSE) assessments are completed for staff who regularly use laptops or desktop PCs according to DSE Regulations 1992. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### Educational Visits and Journeys

The Head of Service is responsible for ensuring that all trips are managed in accordance with the provision policy for Educational trips which all teachers must be familiar with.

### Electrical Safety

The OBM is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The OBM will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with OMNI procedures and report any problems to the OBM. Staff are reminded that they must not bring electrical equipment into the provision without the permission of the OBM.

### Fire Precautions and Emergency Procedures

The OBM is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the provision emergency plan and evacuation procedures are regularly reviewed.
- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every half term.
- e) The preparation of specific evacuation arrangements for staff and/or young people with special needs.

The OBM is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the firefighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking hot work.

All staff must be familiar with the provision's Fire safety risk assessment, the provision's emergency plan and evacuation procedures.

### First Aid

The names of OMNI's qualified First Aiders are displayed around the building.

First Aid supplies are kept in the main office, and it is the responsibility of the OBM to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the arrangements for First Aid and with the Medical Needs Policy.

### Hazardous Substances (COSHH)

*[Organisations are responsible for ensuring that employees are safely protected from substances that might be hazardous to their health. This could include cleaning materials, printing materials or even correction fluid. These are called COSHH (Control of Substances Hazardous to Health) assessments.]*

The OBM is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the OBM. The OBM will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or young people under supervision.

Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g., chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.



The person responsible for carrying out this assessment will be Maintenance officer in conjunction with the Manager.

Following this assessment, in accordance with the Approved Code of Practice (ACOP) OMNI will:

- In the first instance take action to remove any hazardous substances
- If this is not possible, action shall be taken to find a substitute for the hazardous substance
- If this is not possible, such substances shall be enclosed within a safe environment
- If none of the above are possible, protective equipment will be issued to ensure the safety of staff.

### **Inclusion**

The management and employees of OMNI complies with the policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Head of Service is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety, and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a young person's needs and receive such training as is necessary for them to be able to support the learning, social and personal needs.

The Lead Teacher must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any young person with SEN. No young person should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

### **Lettings/shared use of premises/use of Premises outside Provision Hours**

The OBM is responsible for ensuring that any use of the premises outside provision hours is managed in accordance with the health and safety policy.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal hours or during holiday times.

Any member of staff working after hours must notify a member of the Leadership Team, and of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

### **Managing Medicines & Drugs**

No young person is allowed to take medication on site without a letter of consent from his/her parent/carer. Staff must notify the Head of Service if they believe a young person to be carrying any unauthorised medicines/drugs.

OMNI policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy, as well as the Medical Needs Policy and any Health Care Plans.

### **Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the OBM.

All faulty equipment must be taken out of use and reported to the OBM. Staff must not attempt to repair equipment themselves.

### **Manual Handling and Lifting**

The OBM will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the OBM for advice and assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.  
Support staff who young people with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **PE Equipment**

The PE teacher is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of young people.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.  
Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the OBM.

### **Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in Risk Assessments, it is the OBM's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or young person who might be at risk of injury or harm to health.

Any staff member or young person who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head of Service.

### **Risk Assessments**

It is the OBM's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the provision.

The OBM is responsible for undertaking general risk assessments and will ensure that risk assessments are completed by all staff who organise and lead visits.

### **Security/Violence**

The OBM is responsible for the security of the site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings, and external lighting. The OBM is also responsible for the security of the site.

Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the provision where assistance is available. The Head of Service should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or young people must be reported immediately to the Head of Service.

### **Site Maintenance**

The OBM is responsible for ensuring the safe maintenance of the premises and grounds and for ensuring cleaning standards are maintained.

S/he will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head of Service.

All staff are responsible for reporting any damage or unsafe condition to the OBM immediately. The job book is kept in the main office and office staff will make contact by mobile if the matter is urgent.

### **Smoking**

It is illegal to smoke anywhere on the premises.

### **Staff Training & Development**

The Head of Service is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction, and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

### Stress

The Head of Service is responsible for taking steps to reduce the risk of stress in the provision by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust, and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

### Visitors

All visitors must sign in and out at reception.

Visitors to the provision will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the premises will be informed of the emergency procedures and any risks in their work area e.g., asbestos, fragile roofs.

### Working at Height

The OBM is responsible for the purchase and maintenance of all ladders.

All ladders conform to BS/EN standards as appropriate.

The Head of Service is also responsible for completing risk assessments for all working at height tasks in the provision.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If there is a need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the OBM to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

## Appendix 1 – Supporting Policies and Procedures

1. Educational Visits and Journeys
2. First Aid
3. Safeguarding & Child Protection Policy
4. Behaviour Policy
5. Fire risk assessment and procedures
6. Medical Needs Policy