



# Health and Safety



Approved by:	Emme Farr	Date:	September 2024
Last Reviewed on:			
Next Review by:	September 2025		

## **Statement of Intent:**

1. Positive Pathways is committed to the continuous improvement of its health and safety performance, and actively encourages all teaching staff, non-teaching staff, pupils and visitors to participate in its efforts to reduce risks and impacts.

### **Our Commitment is to:**

- a. Provide and maintain a safe and healthy working environment ensuring the welfare of all persons, and promoting a culture of zero harm;
- b. Maintain control of health and safety risks arising from our activities. We will assess risks and mitigate them. Where possible we will eliminate them;
- c. Systematically manage health safety and environmental matters by implementing an effective management system;
- d. Provide appropriate information, instruction and supervision for staff/pupils/visitors;
- e. Minimise the use of energy, resources consumed and waste produced whilst conducting business in support of Positive Pathways;
- f. Comply and wherever possible exceed the health and safety legal requirements of the appropriate legislative bodies;
- g. Ensure that all staff is suitably trained and competent so responsibilities can be allocated with tasks commensurate with individual and collective skills;
- h. Maintain and further develop a culture to encourage the free and honest reporting of health safety and environmental issues, through regular communication and consultation with employees and their representatives on health and safety matters.

## **Scope:**

2. This policy relates to all activities within the boundaries of Positive Pathways and organised activities outside of the learning centre. All staff will be instrumental in its implementation and monitoring its effectiveness.

### **This policy will be:**

- a. Reviewed and updated at least once a year;
- b. Made available to all members of staff;
- c. Part of the induction process for all new members of staff.

3. A copy of the policy and this statement will be on display and will be available on the internet. It will be monitored and reviewed regularly and, if necessary, revised in light of legal or organisational changes.

## **Organisation:**

1. The overall responsibility for health and safety at Positive Pathways is shared by its staff who will:

- a. Ensure that health and safety has a high profile and a culture of 'Zero Harm' is promoted;
- b. Ensure adequate resources for health and safety are made available;
- c. Consult staff regarding suitable health and safety training opportunities;
- d. Monitor and review health and safety arrangements;
- e. Promote a sustainable and low environmental impact policy. This is supported by the Provision's participation and membership in the national Eco-Provisions scheme. This will be certified by the Head Teacher ensuring that all procedures are in place and followed.

## **TERMS OF REFERENCE**

### **Centre Manager**

2. The Centre Manager, **Emme Farr**, is responsible and accountable for the implementation of this policy, and the compliance with all relevant legislation in every area and activity within the provision. They will:

- a. Ensure that all members of staff (including new staff, student teachers, supply staff, voluntary helpers, etc.) are aware of the contents of the centre H&S policy, and all safe working practices.
- b. Ensure that risk assessments are carried out for any activity that has potential hazards and/or risks. All risk assessments are to be held centrally by the centre Manager (who undertakes the necessary training) and works on a group approach to risk assessment. Where significant risks are identified, appropriate measures or safe working practices are to be implemented to mitigate the risks.
- c. Undertake inspections of the central premises, plans, equipment and working practices every month. Where necessary implement any changes and improvements.
- d. Ensure an annual report is kept. This will include:
  - i. The number of accidents or near misses reported.
  - ii. The incidents of verbal and physical abuse.
  - iii. An analysis of trends.
- e. Ensure that effective first aid provision and accident reporting procedures and processes are established.
- f. Ensure all teaching and non-teaching staff have received annual general H&S training or refresher training in line with the training matrix, ie. First Aid, Epi-pen, Manual Handling, Display Screen Equipment, Fire training etc, etc,
- g. Ensure that all staff, probationers, students, supply teachers and voluntary helpers are aware of the requirements of the H&S policy, and the safe working practices that apply to their area of activity.
- h. Ensure all risk assessments are to be held centrally and works on a group approach to risk assessment.

- i. The Centre manager must ensure that Calne Fire Station have visited the centre and are fully aware of the layout. There is an up to date pack however, this must be kept with the provision and handed to the fire-fighters on attendance.

## **Teachers and Learning Assistant Mentors**

3. The responsibility of applying local safety procedures on a day-to-day basis rests with all teachers and supporting staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and appropriate mitigation is implemented.
4. They are to ensure that all new members of staff under their control are instructed in their responsibilities with regards to H&S as part of their induction, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
5. Other responsibilities include:
  - a. Ensure all rooms clearly display up to date fire/emergency escape routes;
  - b. Report all matters that constitute a potential H&S risk to the centre manager.

## **All Staff (including volunteers)**

6. Have a statutory obligation to co-operate with the requirements of this policy and to take care of their H&S and that of others affected by their activities by:
  - a. Promoting a positive safety and 'Zero Harm' culture throughout the premises.
  - b. Supporting and complying with the centre's H&S arrangements and Local Operating Procedures (LOPs - see appendix).
  - c. Ensuring their work area always remains safe.
  - d. Not interfering with H&S arrangements or misusing equipment.
  - e. Complying with safety procedures, whether written or verbally advised for their protection, or the protection of those under their supervision and others who may be affected by their actions.
  - f. Reporting safety concerns to the centre manager.
  - g. Reporting any incident that has led or could have led to damage or injury.
  - h. Assisting in the investigations due to accidents, dangerous occurrences or near misses.
  - i. Not acting or omitting to act in any way that may cause harm or ill-health to others.

## **ARRANGEMENTS**

7. The following arrangements for H&S have been drawn up following assessments of risk under the Management of Health and Safety at Work Regulations 1999.

These arrangements set out all the H&S provisions for Positive Pathways and are to be used with the provision's local operating procedures (LOPs) as listed in the annexes to this policy.

8. It is the duty of all staff and employees to do everything possible to prevent injury and ill health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures. General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work;
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles;
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely;
- Providing safe places to work with safe access to and exit from them;
- Providing a healthy and safe working environment with adequate welfare facilities;
- Providing a system for rapidly identifying and effectively dealing with hazards;
- Implementing control measures to reduce risks to as low as reasonably practicable.

## **MANUAL HANDLING**

9. Carrying distances should be minimised, especially if the task is repeated. **Repetitive tasks should be avoided where possible.** Tasks that involve lifting and carrying should be designed to allow for sufficient rest breaks to avoid fatigue. Avoid tasks that require twisting the body where possible.

### **Reducing or eliminating manual handling risks**

After identifying workplace hazards you can do several things to control the risk of manual handling injuries. These tips can help reduce injury at home as well as at work.

Safety suggestions include:

- change the task – ask 'Does this task need to be carried out? If so, does it have to be done this way?'
- change the object – for example, repack a heavy load into smaller parcels
- change the workspace – for example, use ergonomic furniture and make sure workbenches are at optimum heights to limit bending or stretching
- change the environmental conditions – including heat, cold and vibration
- use mechanical aids – such as wheelbarrows
- change the nature of the work – for example, offer frequent breaks or the chance to do different tasks
- offer proper training – inexperienced workers are more likely to be injured

## **APPENDICES**

### **LOCAL OPERATING PROCEDURES**

	<b>Description</b>	<b>Policy</b>	<b>Location</b>
LOP 1	Accident/Incident Reporting & Investigation		H&S Policy
LOP 2	Animals	Yes	
LOP 3	Audits		H&S Policy
LOP 4	Child Protection	Yes	
LOP 5	Contractors on Site		H&S Policy
LOP 6	Control of Substances Hazardous to Health (COSHH)	Yes	Also in H&S Policy
LOP 7	First Aid	Yes	
LOP 8	Medication for Pupils	Yes	
LOP 9	Employee and Visitor Information	Yes	
LOP 10	Display Screen Equipment		H&S Policy
LOP 11	Electrical Safety		H&S Policy
LOP 12	Good Housekeeping		H&S Policy
LOP 13	Fire & Evacuation Procedures/Policy	Yes	Also in H&S Policy
LOP 14	Ice and Snow		H&S Policy
LOP 15	Risk Assessments	Yes	Also in H&S Policy
LOP 16	Road Safety	Yes	
LOP 17	Noise		H&S Policy
LOP 18	Outdoor/Indoor Play Equipment		H&S Policy
LOP 19	Security		H&S Policy
LOP 20	Violence and Aggression	Yes	
LOP 21	Visitor Management	Yes	Visitor Policy
LOP 22	Slips and Trips		H&S Policy
LOP 23	Stress & Well-being		H&S Policy
LOP 24	Working at Height		H&S Policy

LOP 25	Training		H&S Policy
LOP 26	Waste Disposal		H&S Policy
LOP 27	Hazard Reporting		H & S Policy

## **LOP 1. Accident/Incident Reporting & Investigation**

Positive Pathways

Arrangements regarding first aid provision are set out in the First Aid policy. The names and locations of the first aid trained staff on site are listed in the policy. Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the Accident Book.

### **Serious Accidents**

The Centre Manager will ensure that all parties are appropriately informed of all accidents and aggressive incidents. All accident/incident reports will be monitored by the centre manager who will carry out trend analysis so that repetitive causal factors may be identified to prevent re occurrences. Third-party users must report all incidents related to unsafe premises or equipment to the centre staff, who will appropriately report and investigate each incident. Incidents related to the user's organised activities are to be reported in the line with their reporting procedures.

### **Accidents and Aggressive Incidents**

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- All incidents will receive an appropriate level of investigation by teaching staff who will discuss with the Headteacher who has attended accident reporting and investigation training.
- Accident and aggressive incidents will be monitored by the Head Teacher to identify issues/trends and put in place measures to reduce the number of incidents.
- The centre has a Physical Intervention Policy, detailing strategies to deal with aggressive incidents, which all staff revisit regularly.

### **LOP 2. Animals (when applicable)**

The purpose of animals on the premises is to allow animals into the centre while providing for the health and safety of centre staff, pupils and animals. There is a policy in place, which identifies categories of animals and the procedures to be followed to bring animals to centre premises. It specifies conditions under which animals must be removed from centre premises. Please refer to the policy for further information.

### **LOP 3. Audits**

Several audits take place at the centre from a variety of interested organisations:

- The centre will undertake one audit a year coordinated by the Head Teacher
- Fire Safety audits.

### **LOP 4. Child Protection**

We fully recognise that the responsibility for child protection lies with all staff and volunteers working in the centre. We recognise that because of the day-to-day contact with children, centre staff are well placed to observe the outward signs of abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Children Provisions and Families.

#### **LOP 5. Contractors on Site**

Positive Pathways will ensure the following:

- Any work commissioned by or for the centre is safe and does not put the H&S of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety;
- Where we commission works ourselves, we will ensure that appropriate H&S checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on-site. Any practices or actions deemed unsafe will be stopped immediately;
- Before contractors can start on-site, they must submit risk assessments and method statements for all works they will carry out. The centre may carry out its risk assessment based on the information provided.

#### **LOP 6. Control of Substances Hazardous to Health (COSHH)**

When using harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill health. No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations has been carried out and clearance was given for use by the Head Teacher. Staff must not attempt to use a harmful substance unless suitably trained to do so. Harmful or hazardous substances are to be stored in storage when not use. In addition:

- Wherever possible, we will use non-hazardous products in the centre;
- All hazardous substances used in the centre will have a COSHH assessment undertaken before they are brought into use;
- An audit will be carried out and an inventory kept ensuring that all hazardous substances used in the centre have appropriate assessments that are reviewed regularly;
- Staff will be informed how to use products safely and will receive training if needed;
- Appropriate personal protective equipment (PPE) must be worn if the risk assessment indicates PPE is required;

#### **LOP 7. First Aid**

Please refer to the provision First Aid Policy.

#### **LOP 8. Medication for Pupils**

Details for health and safety have contained the Administration of Medicines Policy.

#### **LOP 9. Employee and Visitor Information**

The Head Teacher will ensure the information systems are established so that members of staff are periodically provided with information regarding safety arrangements on the premises. The centre will maintain a Visitors Policy and Provision Brochure.

#### **LOP 10. Display Screen Equipment (DSE)**

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops);
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the



purchase of any spectacles required for use with DSE;

- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the Head Teacher so that suitable control measures can be put in place.

### **LOP 11. Electrical Safety**

- All relevant equipment will be PAT tested, annually, following HSE guidance;
- A fixed wire test will take place, every five years, following HSE guidance;
- Where 13-amp sockets are used, only one plug per socket is permitted;
- Appropriate extension leads may be used, but socket adapters and multi-plugs should not be used;
- Protective outer sleeves of electrical cables are to be firmly secured with the plug;
- Where the outer sleeve is not secure with the plug, and a wire is visible, a qualified person is to be contacted to re-wire the plug correctly;
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately;
- All mains electrical equipment must be inspected during the building report; and
- All portable appliances to be tested following the schedule.

### **LOP 12. Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of H&S. The following is always to be adhered to:

- Keep corridors and passageways free from obstruction;
- Ensure shelves storerooms are stacked neatly and not overloaded;
- Heavy items are to be placed on lower shelves to assist manual handling;
- Keep floors clean and dry;
- Do not obstruct emergency exits;
- Storage of supplies to be incorrect location; and
- Rubbish & litter to be cleaned & removed at the end of each working day.

### **LOP 13. Fire & Evacuation Procedures**

- The centre will ensure that a fire risk assessment is carried out on the premises by a suitably trained competent person;
- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan;
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health;
- All checks identified by the fire risk assessment will be recorded a Fire Log Book held by the Head Teacher and all firefighting equipment will be checked annually by a competent person;

- A Fire Evacuation Plan will be produced and appropriate staff will be appointed and suitably briefed to act as Fire Marshals;
- Fire Evacuation Plans will be shared with adjoining neighbours;
- Fire safety drills will take place at least once a term;
- All staff will receive an annual fire safety briefing; new staff will be briefed as part of their induction process;
- Pupils will be briefed on the evacuation procedure at the start of the provision year by the Centre manager.

#### **LOP 14. Ice and snow**

Positive Pathways is, as far as is reasonably practical, committed to ensuring that provision is made to enable all staff, children and visitors to move around the centre grounds safely during periods of adverse weather. All paths (a pathway giving access to key buildings) and steps shall be kept clear of ice and snow and gritted to provide safe access and egress for personnel with the provision grounds. Key paths across the centre's grounds will be gritted. It is the Head's responsibility and discretion for any closure of the centre in the rare event that it is unsafe to open the centre. Any closure of the centre will be communicated to all parents at the earliest opportunity.

#### **LOP 15. Risk Assessments**

General risk assessment management will be coordinated by the centre manager. Risk assessments must be undertaken for all areas where significant risk is identified or a possibility of such risk exists. The trained risk assessors will oversee the correct completion of risk assessments as appropriate. All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff before implementation. Completed risk assessments are to be held by the Head Teacher and will be reviewed periodically by each risk assessment's review date.

#### **LOP 16. Road Safety**

Please refer to the provision's Road Safety Policy.

#### **LOP 17. Noise**

Positive Pathways operates a policy that respects residents from the noise produced by any activity taking place at the centre. Positive pathways is committed to achieving the following standards:

- To reduce to the lowest level reasonably practicable the risk of damage to the hearing from exposure to noise;
- To provide information, instruction and training as required regarding noise.

#### **Contractors on site**

Where outside contractors are required to use equipment or engage in any activity at the centre which may give rise to a noise hazard, and that equipment is to be provided by themselves to carry out the work, noise surveys and assessments shall be carried out by the contractor before the work commencing. It is the responsibility of the contractor to provide their staff with any necessary hearing protection identified in the assessments. The centre will plan where possible for contractor activity to be scheduled during holiday periods.

#### **LOP 18. Outdoor/Indoor Play Equipment**

All staff are responsible for ensuring that they carry out a visual inspection on indoor equipment every time they set it up to use for lessons. A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by

children of the age range it has been designed for. The risk assessment will be reviewed at least once a year.

#### **LOP 19. Security**

Security is a significant element of the provision's daily operation. All external doors are closed using a turning wheel. All visitors arriving at the provision must sign the visitors' book and will be issued with a visitors' badge. DBS checks are carried out for all unsupervised visitors or contractors who regularly come on to the central premises and may have contact with pupils

and will be issued with a green lanyard. If they do not hold a DBS then they will be issued with a black lanyard and will be escorted at all times.

#### **LOP 20. Violence and Aggression**

Where appropriate, staff will receive intervention training as appropriate. Appropriate front line staff will receive conflict resolution training. All incidents of violence and aggression to staff will be reported (see Accidents and aggressive incidents, above) and investigated so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

### **LOP 21. Visitor Management**

Please refer to details of the Visitor Policy and Volunteer Policy and Provision Brochure.

### **LOP 22. Slips & Trips**

Risk assessments are undertaken to establish risks such as slips and trips. The following is also considered:

- Risk assessments have been undertaken to help prevent slips and trips in the centre, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing in high-risk areas such as walkways/bathrooms.
- Staff will clean any spillages when they occur or use suitable warning signs until the spillage can be cleaned up. No floors will be left in a wet condition (inc after cleaning).

### **LOP 23. Stress & Well-being**

Positive Pathways is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. The centre has a quiet room that is accessed by staff and students. Staff also have access to the well-being gateway found in the Bright HR portal; **My Health Assured**.

### **LOP 24. Working at Height**

Working at height will be undertaken under the working at height Act which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out following a specific risk assessment for that task. Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment;
- Access equipment selected for work at height must be as per the risk assessment;
- Any staff working at height must be appropriately trained to use the access equipment;
- Staff must not improvise or use alternative access methods of their own choice;
- Use of any furniture, inc tables and chairs, is expressly forbidden for any work at height;
- Staff may only use step stools if they have received a local instructional training brief;
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person;
- Any safety concerns about work at height task must be raised before work starting;
- Access equipment used on sites such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors; and
- Contractors working at height are to be appropriately supervised and must only use their access equipment.

### **LOP 25. Training**

We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments). All staff will receive an H&S induction when they commence employment at Positive Pathways.

### **LOP 26. Waste Disposal**

We will actively seek to minimise our impact upon the environment. The centre will participate in the EcoProvisions Scheme which will monitor waste and energy usage.

**LOP 27. Hazard Reporting**

We will actively seek to minimise the number of hazards. Where a hazard has been identified, staff are to complete the appropriate section on BrightSafe, **immediately**.