



## Health & Safety Policy 2019-2020

Policy Type and Title	Related Documents	Related Legislation / Guidance	Author	Consultation	Curriculum Links	Date Created	Date for Review
Health & Safety Policy	Building Risk Assessment (2019) Fire Safety and Evacuation Policy (2019) Lone Working Policy (2019) Moving and Handling Policy (2019) Physical Contact and Safe Touch Policy (2019) Use of restrictive Physical Intervention Policy (2019) First Aid Policy (2019) Handling Medication in School Policy (2019) Online Safety Policy (2019)	The Education (Independent School Standards) (England) Regulations 2010  Department for Education Health & Safety: Advice on legal duties and powers Feb 2014  Health & Safety Executive Guidance for Education. Display Screen Equipment Regulations 1992	Gaynor May Senior School Administrator  Sara Fletcher Head Teacher	Headteacher Executive Director Celeste Balmer Senior Administrator with responsibility for Health and Safety	All Areas	August 2017 Reviewed: August 2018 August 2019	August 2020

	Safeguarding and Child Protection Policy (2019) Risk Assessment Policy (2019) Behaviour and Anti-Bullying Policy (2019) Records Management Policy (2019) The Lioncare School Prospectus (2019)						
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### Policy Statement

Health and Safety law applies to all work activities carried out by the school, including off-site activities such as school trips. The law applies to risks to adults, children and young people and visitors created by those work activities. The law also applies to the work of contractors in the school. This policy should be seen as an appendix to the Health and Safety Policy for the wider Lioncare Organisation insofar as it gives a context specific description to the statements and guidelines contained therein. In some cases these are detailed in our specific policies for

Risk Assessment

First Aid

Handling Medications

Lone Working

Fire Safety

Restrictive Physical Intervention

Guide to Safer Working Practice

and our WorkPlace Risk Assessment which details our routine work in response to ongoing risk

### Responsibilities

Overall and final responsibility for health and safety within the work places owned and operated by The Lioncare Group is that of Matthew Vince, Executive Director, acting on behalf of The Lioncare Group.

The Executive Director of The Lioncare Group endeavours to:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction, and supervision for employees
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions

Oversite is Delegated to the Head Teacher of the Lioncare School and operational management to the Senior School Administrator who is the Appointed Person in regards to this policy.

#### **Employees' Legal Responsibilities:**

It is the legal responsibility of each and all employees to:

- Cooperate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their health and safety.
- Report all health and safety concerns to an appropriate person (as detailed above).
- Ensure the health and safety of the Children in our care is maintained at all times through adequate and appropriate levels of supervision, risk assessment, preventative action, and monitoring

#### **Consultation with Employees**

In accordance with the Health & Safety (consultation with employees) Regulations 1996, and following discussion, The Executive Director of The Lioncare Group recognises Celeste Balmer (HR and Office Manager) as the recognised Health & Safety Representative of The Organisation. They have received

appropriate training under the NEBOSH qualification to provide them with the necessary and adequate levels of skills and knowledge to carry out the duties required of this role. Therefore, all employees should regard the H&S Officer as being available if required to act as employee representative on matters relating to Health and Safety in the workplace. However, In keeping with the ethos of openness, honesty, and promotion of positive working practice between all those associated with the operation of The Lioncare Group, it is the wish of The Executive Director that where possible, employees be consulted on health and safety matters directly through the line management system in operation, supervisions, and through the various forums for communication and exchange of information e.g. weekly team meeting.

### **Introduction**

At The Lioncare School Health & Safety contributes to individual and group wellbeing and is at the heart of everything we do. We attempt to ensure that all possible precautions are taken to keep employees, children and young people, visitors and contractors safe from harm. The Lioncare School will undertake to ensure compliance with relevant legislation with regard to the provision of Health & Safety for all employees, pupils, visitors and contractors to Lioncare School and to ensure best practice by extending the arrangement as far as is reasonably practicable to children, young people and others who may also be affected by our activities.

Health & Safety is the responsibility of everyone. It is the expectation that all adults take reasonable care for their own health & safety and that of others who may be affected by what they do, or fail to do while working for The Lioncare School. Adults must comply with all Risk Assessments, policy and procedure; and highlight any concerns to line managers or the administration team immediately.

All aspects of Health & Safety provision is arranged and managed with due regard to The Education (Independent School Standards) (England) Regulations 2014 (and 2018 update), Department for Education Statutory Guidance and The Health & Safety Executive Guidance for Education. All staff have a statutory obligation to follow and co-operate within the requirements of this policy and all associated documentation if adults are seen to be or suspected to be in breach of this policy or negligent in regards to Health & Safety it may result in action being taken under the organisation's disciplinary procedures.

### **Our Health & Safety Policy requirements will be achieved by:**

- Having a robust and comprehensive first aid policy shared with all staff.
- A cycle of appropriate first aid training delivered in partnership with First Response Training.
- Systems for monitoring that well-provisioned first aid boxes are kept in key locations .
- The use of behaviour watch to monitor patterns of accident and injury to prompt plans to reduce harm.
- Having a robust and comprehensive Fire Safety and Evacuation Policy and Procedure.
- Having at least one trained fire warden.
- Providing additional training in fire awareness and fire equipment handling for all staff.
- Having termly fire evacuations (three per year) and systems for supporting how children and young people learn about fire and associated risks.

- Writing Personal Evacuation Plans when necessary.
- Ensuring all fire prevention and fighting equipment is well maintained.
- Undertaking regular building fire risk assessments, utilising external expertise as necessary.
- Having a robust and comprehensive policy for handling medication in school, including the appropriate storage of medications.
- Writing individual risk assessments and health plans as necessary.
- Providing clear instructions and information, and adequate training, to ensure employees are competent to do their work including the aspects of the work associated with the inherent risk of violence.
- Having a robust and comprehensive Moving and Handling Policy.
- Having a robust and comprehensive Lone Working Policy.
- Having a robust and comprehensive policy for the risk assessment of behaviour, the mitigation of risks from challenging behaviour and for curriculum activities and trips.
- Having robust and comprehensive management information systems for the recording of and, as necessary, sharing of, information, reports and data related to health and safety incidents, actions and compliance.
- Having Health and Safety issues as standing items at team meetings, in individual supervisions and in annual performance reviews and a weekly email update of current priorities.
- Having proportionate and planned induction programmes appropriate to roles and responsibilities.
- Displaying a Health & Safety Law poster in the Lioncare School Administration Office and having an Employee Handbook and associated Guide to safer working practice so that all adults are aware of their rights and their responsibilities.
- Reporting accidents and ill health at work under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)  
<http://www.hse.gov.uk/riddor>
- Completion of a daily visual check of the building, a recorded weekly workplace inspection and an ongoing building risk assessment.
- Having an action plan for the continual development of excellent policy and practice with regard to Health and Safety at The Lioncare School.