**Unity School Health and Safety Policy**

The Head Teach of Unity School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Head Teacher will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them. Where necessary, the Head will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them and will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety. This also requires the support of all staff to enable the maintenance of high standards of health and safety in all the school’s activities.

**The Headteacher**

The Headteacher is responsible for:

* The day to day management of health and safety matters in the school in accordance with the health and safety policy;
* Ensuring that risk assessments are made where appropriate and recorded of all the school’s work activities;
* Ensuring that remedial action is taken following health and safety inspections;
* Ensuring that information received on health and safety matters is passed to the appropriate people;
* Identifying staff health and safety training needs and arranging for them to be provided;
* Monitoring the purchasing and maintenance of equipment and materials to ensure that it complies with current health and safety standards;
* Ensuring that a procedure is in place to safely deal with the persons on the premises who may be under the influence of alcohol or drugs.
* Ensuring that the School meets its obligations under the DFE guidelines document.

**All staff**

All staff employed at Unity School are required to comply with the school’s Health and Safety Policy and have responsibility for:

* Co-operating with Headteacher on all matters relating to health and safety by complying with the health and safety policy
* Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
* Reporting immediately to their Headteacher/ any serious or immediate danger;
* All staff have a duty of care responsibility to ensure a safe working environment for adults and pupils. Staff remain responsible for the safe use of an area even where a fault has been previously reported;
* Reporting to their Headteacher shortcomings in the arrangements for health and safety;
* Ensuring that they only use equipment or machinery which they are competent to use or have been trained to use.

**Fire and Emergency**

## Reporting Accidents

All accidents to staff, children and visitors must be reported, in writing, using the School ’s accident report form.

**Emergency Contact**

A Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the class teacher as soon as possible. Notification of any change to these details must be reported to the class teacher and the School office. Every employee at the School has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a “disclaimer” must be signed.

Were there ever to be a disaster or crisis affecting the staff and/or children of the School, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress. The management of The School has in place a Disaster Plan agreed with Proprietor and the School insurers.

**Information and Emergency Procedures**

Appropriate procedures will be in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers. The school evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and children should be fully conversant with the evacuation procedures in the case of a fire/bomb threat.

* The primary aim of our Fire Policy is to safeguard life and to this end the Headteacher and Proprietor will assume this responsibility. Policies and procedures are available for all staff who are required to be familiar with and apply them.
* The Head teacher and HSM carry out regular health and safety inspections.
* Advice is taken from the Fire Brigade inspector and appropriate specialist advisors.
* Problems will be noted, prioritised and acted upon appropriately.
* Outside teachers, visitors and contractors will be required to take note of and follow our emergency procedures.
* Public events are assessed for all risks including fire.
* Fire Drills are held regularly, at least once a term and timed. Records of fire drills are kept in the Logbook in the School Office.
* Escape routes are clearly labelled and lead to a safe assembly point.
* All staff and children are instructed on action to be taken in the event of an emergency.
* Every room has prominently displayed clear notices describing the action to be taken.
* Fire doors are clearly labelled and unlocked.
* Clear and prominent signage directs visitors to the nearest evacuation route.
* The fire warden for each floor checks that areas are evacuated and is on hand to assist those with a disability.
* Arrangements are in place for summoning the Fire Brigade.
* The designated assembly point is at a safe distance from the building and not on a route, which may be used by the emergency services.
* A roll call is taken using the school register
* The alarm system is tested termly
* The alarm is never switched off and routinely serviced.
* All the firefighting equipment is recommended by the Fire services and checked on a regular basis.
* Electrical equipment is regularly checked and maintained by an approved electrical.
* Regulations concerning the control and storage of flammable liquids are followed.
* All appropriate risk assessments are in place
* Smoke detectors, alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

Fire-fighting equipment will be regularly serviced and clearly labelled. Signage is regularly checked and updated in line with current legal requirements.

There is a fire drill/emergency evacuation procedure termly. Children are not warned of an impending practice. It is essential; therefore, that each member of staff is aware of what the evacuation arrangements are for each area of the School. These are detailed into this document. In case of a fire or bomb threat, evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

The School has:

* Fire Safety Policy and Procedures
* Fire Safety Audit
* Evacuation Procedures

In accordance with statutory requirements there is an annual fire safety audit, which includes checking all firefighting equipment by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

* Fire exits are labelled clearly and kept unlocked whenever the building is occupied.
* The School Office will take the registers to assembly point.
* The School Office will be notified immediately of missing persons.
* The School Office will be responsible for calling the fire brigade.
* When the School Office has been evacuated, the term “School Office” refers to the Headteacher or designated person.

The fire alarm is a ringing bell. On hearing the alarm:

* Stop what you are doing and line up.
* The teacher will direct the class to leave the room in single file and proceed to the safest designed exit.
* Silence must be maintained at all times, including whilst walking to the Assembly Point, using the safest route.
* Children must walk and not attempt to pass others.
* Personal belongings must be left behind.
* The Assembly Point is Tesco wall next to the theatre
* A designated member of staff collects the registers and distributes them when they go outside.

The following areas must be checked:

All Classrooms, Work Areas and Outside Areas including:

* Meeting room
* Kitchen
* School Office
* Reception Area
* All Classroom and Work Rooms
* Male and Female toilets.

**Fire Safety**

The Proprietor will ensure that:

* + All fire call points are identified and termly call point tests
  + Adequate and suitable fire extinguishing appliances are provided and maintained.
  + Suitable means of fire detection and signalling of the presence of fire is provided and maintained.
  + Adequate means of escape are provided and maintained.
  + Suitable signs designating firefighting equipment and means of escape are provided and maintained.
  + A fire logbook is provided and maintained.
  + Fire training is provided to employees.
  + Evacuation drills are undertaken at all the Proprietor’s premises at least termly and the results recorded.

Suitable fire procedures are published in respect of:

* + Action to be taken on discovering a fire.
  + Action to be taken on hearing the alarm.
  + Responsibility of key human resources in the event of a fire.

**Fire Drill**

Staffs are also informed of the location of the fire extinguishers. A copy of these procedures is also inserted into the Staff Handbook located in the school office.

**First Aid**

The following employees are trained aiders, qualified for 2020-2021

Amelia Edmonds, Anouska Gladwin, Thomas Kelly

First aid box and first aid record book are kept in the school office along with the travel first aid box.

Risk Assessments

The school’s risk assessment process covers both adults and children and includes:

* Checking for hazards and risks both indoors and outside and in all activities and procedures
* Deciding which areas need attention
* Developing an action plan which specifies the action required, the timescales for action and any funding required

Lists of health and safety issues are checked:

* Daily, discussed in the morning meeting
* Termly; and
* Annually (when a full risk assessment is carried out)

###### What is risk assessment?

A risk assessment is a careful examination of what, in an employee’s work, could cause harm to them, so that it can be weighed up whether the Proprietor has taken enough precautions or should do more to prevent harm. The Proprietor is legally required to assess the risks in the workplace. In assessing the risks in the workplace, the Proprietor will require the HSM to:

* Look for the hazards;
* Decide who might be harmed and how;
* Decide whether the existing precautions are adequate or whether more should be done;
* Record the findings;
* Review the assessment and if necessary, revise it.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded, and appropriate preventative and/or protective measures taken as necessary.

**Looking for Hazards**

You can look for hazards by:

* Consultation and conducting inspections of the workplace;
* Analysing jobs;
* Adopting a “what if” approach;
* Listing all Acts and Regulations as they apply to the workplace.

Manufacturers’ instructions, accident records, ill health records, etc., can help to identify hazards.

**Advice to all staff**

Look only for hazards, which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:

* Slipping / tripping hazards (e.g. poorly maintained floors or stairs);
* Fire (e.g. from flammable materials);
* Work at height, (e.g. from mezzanine floors);
* Manual handling;
* Noise;
* Poor lighting;
* Low temperature.

**IS RISK ADEQUATELY CONTROLLED?**

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided?

* Adequate information, instruction or training?
* Adequate systems or procedures?

Do the precautions:

* Meet the standards set by a legal requirement?
* Comply with a recognised industry standard?
* Represent good practice?
* Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules, etc giving this information. If the risk is not adequately controlled, an action list’ should be written.

Who Might be Harmed?

There is no need to list individuals by name, just groups of staff conducting similar work, or why they may be affected, e.g.:

* Office staff;
* Teaching staff;
* Other professionals;
* People sharing your workplace;
* Cleaners;
* Members of the public/parents/guardians

Pay particular attention to:

* Staff with disabilities;
* Visitors;
* Inexperienced staff;
* Lone workers.

**Recording the Findings**

You do not need to keep a record if you have fewer than five employees, although it is useful to keep it written down. If more than five staff are employed, significant hazards and conclusions must be recorded, and staff should be informed of the findings.

The Proprietor should be able to show that:

* a proper check was made;
* you asked who might be affected;
* you dealt with all the obvious significant hazards;
* the precautions are reasonable, and the remaining risk is low.

Keep the records for future reference: an inspector may ask for them or if you become involved in any legal action they will be required.

**WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?**

What more could you reasonably do to reduce these risks which you found were not adequately controlled?

You will need to give priority to those which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible, in the following order:

* Remove the risk completely;
* Try a less risky option;
* Prevent access to the hazard (e.g. by guarding or fencing);
* Organise work to reduce exposure to the hazard;
* Issue personnel protective equipment;
* Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).

Review and Revision

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards. You don’t need to amend your assessment for trivial changes, only for significant ones.

It is good practice to review assessments from time to time to ensure precautions are still working effectively.

**Staff involved in promoting Health and Safety**

Risk assessments are done on specific rooms and surrounding areas and complete a Room Safety Audit.

**Risk Assessments**

In order to create a safer environment at the school and also to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either children, staff, visitors or members of the public.

**Maintenance of Site, Premises, House Keeping and Hazard Reporting**

All employees must report any hazards that could be cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to Head Teacher so this can be addressed immediately.

**Safeguarding Children**

The Head Teacher is responsible for ensuring pre- employment checks including Enhanced DBS disclosures are obtained and relevant records kept in the school office. (own policy)

**House Keeping and Disposal of Waste**

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

**Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to Head Teacher or Office Staff, these are also responsible for ordering repairs.

**Premises Security**

Staff responsible for unlocking and locking the building, arming and disarming security alarms etc; The Head Teacher, Deputy and Office Administrator all have key to unlock and lock at the end of school day, ensuring everyone is locked and secure for alarming.

**Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined, all staff are responsible for this.

**Caretaking and Cleaning Equipment**

School and room audits are done termly to identify any maintenance jobs that need doing, this is then passed on to next door who arrange a caretaking man to come and fix any issues. This includes moving and handling equipment; powered cleaning equipment, power tools and hand tools. Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is the school office who then passes on information that needs addressing by a professional in that sector.

**Portable Electrical Appliances**

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is Head Teacher who will organise this. All staff must not bring onto the premises any portable appliances unless they have been authorised and the appliances have been portable appliance tested.

**Cleaning Arrangements**

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Supervisor who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

**Educational Visits and Journeys**

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visit, trips and activities will be either Deputy Head or the Head Teacher. Staff who carry pupils in their own vehicles must obtain Class One insurance cover from their insurers. There is normally no charge for this endorsement.

**Visitors**

On arrival all visitors should report to the main office where they will be showed to the meeting room. Here they will be issued with a visitor log and informed what to do in an emergency.

**Smoking**

Unity School has prohibited smoking in the school building and on the premises for both staff and children Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils. The policy applies equally to all people who have business in the premises including employees, pupils, parents and other visitors.

This policy is the responsibility of Israel Amponsah

Role – Head Teacher

Signed



Date Review Completed: 10/08/2020

Date of Review: 10/08/2021