

THE ALTERNATIVE SCHOOL LTD

Health and Safety Policy



Learn
Progress
Achieve
Success

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Introduction:

The Alternative School is committed to ensuring the health and safety of all staff, pupils and visitors to our premises and aims to comply with all relevant health and safety legislation including:

- The Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order (RRFSO) 2005
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The main legislation in England, Scotland and Wales is contained in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The key parts of this legislation sets out the legal obligations of both employers and employees. The employer has the major responsibility for health and safety in the workplace but, within this legislation, employees have a duty of care to work safely, undertake all necessary training and to follow the company rules and regulations regarding health and safety.

Employers are obliged by the Health and Safety at Work Act to have a written Health and Safety Policy and the Management of Health and Safety at Work Regulations require that risk assessments are carried out for all activities so that suitable control measures can be put in place to safeguard the health and safety of all people who come in to contact with the company's activities.

Employees need to be trained to do their work safely and they need to understand the hazards involved in their work and how these hazards can be controlled. All risk assessment information should be shared in a manner that can be understood and followed by all employees.

The Workplace (Health, Safety and Welfare) Regulations 1992 refer to the general safety and welfare of employees. Housekeeping comes under this legislation and relates to all areas and activities within the school because keeping areas clean and tidy helps in the control of slips and trips and helps in the prevention of contamination from chemicals and other work related materials.

Five steps to risk assessment:-

At TAS we follow the 5-steps to risk assessment as recommended by the Health and Safety Executive:-

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

When thinking about risk assessment:-

- A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
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Risk Assessments

- Risk assessments are completed for all areas within school, outside areas, activities off site and individual pupils.

Health and Safety Arrangements

The Health and Safety arrangements identified in this policy are based on the requirements of the Health and Safety at Work Act 1974 and other associated Health and Safety Legislation and aims, as far as is reasonably practicable to:

- Provide adequate control of the health and safety risk arising from our work activities;
- Provide and maintain plant and equipment;
- Ensure all employees are competent to do their tasks and to ensure provision of adequate training;
- Maintain safe and healthy working conditions and;
- Consult with employees on matters affecting the health and safety;
- Provide information, instruction and supervision for employees;
- Prevent accidents and cases of work related ill-health;
- Review and revise this policy and arrangements as necessary and at regular intervals.

Risk assessments are reviewed annually or earlier if working habits or conditions change or if they become invalid due to, for example, following an accident in the workplace, or if there are any significant changes to the hazards, such as new equipment or work activities.

This is the statement of general policy and arrangements for:	The Alternative School Health and Safety Policy
Overall and final responsibility for health and safety is that of:	Senior leaders
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Headteachers

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Headteacher Quality & Compliance Manager Maintenance Manager	Relevant risk assessments for all classrooms, office, toilets, corridor and refreshment rooms. Risk assessments are reviewed every year or earlier if working habits or conditions change. All injuries and near misses should be accurately recorded and risk assessments reviewed in response
To provide adequate training to ensure employees are competent to do their work	Headteacher HR	Staff and volunteers are given the necessary health and safety induction and are provided with appropriate training including safe working practices, emergency evacuation procedures and electrical safety. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site including individual risk assessments.
To provide Individual Risk Assessments (including medical care plans) for identified pupils/staff and Daily Risk Assessments for off-site activities	Headteachers & Teachers	Relevant individual risk assessments are completed (and regularly reviewed) for 'at risk' pupils and staff, including medical care plans for pupils/staff with medical issues requiring such a plan. Individual risk assessments are completed for staff/pupils working remotely away from the main site, e.g. during 1:1 teaching situations. Daily Risk Assessments are completed for all off site activities involving pupils.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Headteacher All staff	Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures -	Headteacher	Escape routes are well sign posted and kept clear at all times. Evacuation plans

evacuation in case of fire or other significant incident	Quality & Compliance Manager Maintenance Manager	are tested from time to time and updated as necessary. Fire alarms are tested weekly (You can find help with your fire risk assessment at www.communities.gov.uk/firesafety.)
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances	Headteacher Maintenance Manager	Toilets, washing facilities and drinking water are provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Annual PAT testing is carried out every year Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk.)
Health and safety law poster is displayed	Headteacher Quality & Compliance Manager	Displayed in a visible manner in school
Employer's Insurance Schedule displayed	Headteacher Quality & Compliance Manager	Displayed in a visible manner in school

Signed (Employer):	Kirsty-Anne Pugh	Date:	
Subject to review, monitoring and revision by:	SLT	Every:	6 months or sooner if working habits or conditions change.

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: The Alternative School - risk assessment for general room cleaning/housekeeping

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips Spillages and loose cables	Staff, pupils and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. Most areas are well lit. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, rooms cleaned each evening	Produce clear cleaning list for domestic staff Ensure teaching staff are keeping the kitchen area clean at the end of each day	All staff	Immediate	On going
Contact with cleaning chemicals e.g. bleach	Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may also cause breathing problems	New staff are asked if they suffer from skin problems when using cleaning products Mops/brushes and protective gloves are provided and used Staff wash rubber gloves after using them and store them in a clean dry place Products are used in accordance with instructions and PPE is used when appropriate Staff are advised NOT to clean areas or use chemicals without liaising with the Quality & Compliance Manager	Chemicals and cleaning equipment locked away. Cleaning must be undertaken by trained staff or after liaising direct with the Maintenance Manager	All staff	Immediate	On going
Working at height e.g. cleaning windows, lifting down resources.	Falls from any height can cause bruising and fractures	Appropriate equipment, e.g. a suitable ladder, is provided and staff are shown how to use it safely. (Note 2) Only the Maintenance Manager is allowed to work at extended heights over the height provided by the school stepladders Prohibited action signs in place.	No further action required.	All staff	As required	On going

Lone working	Staff could suffer injury or ill health while working alone	Cleaning staff sign in/out of the office. Lone worker policy and in contact telephone numbers in place.	No further action required.	All staff	As required	On going
Electrical equipment Using and Cleaning equipment	Staff could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires	Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported Any faulty equipment is promptly taken out of use Annual PAT testing and safety checks of the electrical equipment are carried out to ensure that it continues to be safe. This is done by a competent electrician (note 1)	Not at this time	Maintenance Manager	As required	On going
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation or burns.	Responsible person completed a fire risk assessment and taken any necessary action. Fire and emergency evacuation procedures are in: see www.gov.uk/workplace-fire-safety-your-responsibilities (note 1)	Advise new staff on emergency procedures, including location of the fire exits. 1 Provide visitors with the 'information for visitors' leaflet. 1	Headteacher	As required	On going
Inexperienced staff	New or temporary staff are at risk if they unaware of safe working practices	Risk assessments are discussed with all new staff as part of the induction process.	No further action required	Headteacher	As required	On going

Combined risk assessment and policy template published by the Health and Safety Executive
To be used in conjunction with TAS Whole School Risk Assessment Plan