



orchard
Education

Health & Safety Policy

Orchard Education Ltd
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STATEMENT OF GENERAL POLICY

1. Statement of Health & Safety Policy

The Board of Directors believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. As such, the Board of Directors acknowledge their responsibility under the Health & Safety at Work Act 1974 and further Health & Safety (H&S) legislation.

Orchard Education Ltd is committed to:

- Providing a safe and healthy learning and working environment for all.
- Compliance with statutory requirements as a minimum
- Preventing accidents and work-related ill health
- Providing effective information and training on Health & Safety issues.
- Ensuring safe working methods and providing safe working equipment
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Monitoring and reviewing our systems and prevention measures to ensure they are effective
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Setting objectives to develop a culture of continuous improvement

The arrangements outlined in this policy and other safety provisions aim to prevent accidents and ensure a safe and healthy working environment. The Board of Directors and Senior Management Team at all school sites will, so far as is reasonably possible, be responsible for ensuring that appropriate structures and systems are in place and enable all reasonable steps taken to identify and reduce hazards where possible.

All staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the school sites or whilst taking part in school related activities.

A copy of all H&S policies and other related policies will be available to all employees via the Orchard School website.

2. All Staff Responsibilities

As an organisation, we accept that there are particular responsibilities charged to the Management and Leadership of the School. We also however expect that ALL of our employees understand their individual role within keeping our school a safe and healthy place. These include -

- Take care of their health, safety and welfare and that of others
- Be familiar with the Health & Safety policy and Health & Safety regulations
- Ensure Health & Safety regulations, rules, and procedures are being applied effectively by both staff and students
- Co-operate with their employer to enable them to comply with statutory duties for Health & Safety
- Use correctly any work item provided by the school in accordance with the training and instruction given
- Familiarise themselves with the Health & Safety aspects of their work and avoid putting themselves at risk
- Understand their responsibilities under the relevant provisions of Health & Safety legislation and to ask for advice and guidance when in doubt
- Report any defects in the premises, plant, equipment and facilities which they find
- Report any accident or incident that may have caused injury to a person or could be classed as a dangerous occurrence
- Report all incidents of aggression and violence at work
- Attend training appropriate to their employment and act on instruction and training provided to enable them to work safely
- Know and be able to implement emergency procedures and first aid including emergency procedures for accidents.
- Prevent activities from going ahead if safe working procedures are not available
- Ensure that protective equipment is made available and used where necessary in the correct manner
- Plan any external visits in accordance with guidance on organising school visits and journeys
- That they do not undertake any tasks which they consider that they have not got the competence for or have not received the appropriate training.

3. Contractors.

Orchard Education Ltd will seek to only employ those contractors who are competent to undertake work on their behalf. To achieve this, contracts will only be given to those contractors who are able to demonstrate an understanding of health and safety and the ability to manage their work safely.

4. Arrangements for Health & Safety.

- **Incident and Accident Reporting.**

All accidents / incidents will be reported through the appropriate process:

Pupil Minor Accident
Employee Accident
Non-Employee Accident
Report on Violence and Aggression.

- An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.
- An **incident/near miss** is an unplanned event that does not cause injury or damage but could do so.
- Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out immediately after the adverse event has taken place, with the relevant documentation being completed in full. Orchard will provide support and quality assurance via a company Director (currently Dave Melia).

Display Screen Equipment.

The School will comply with legislative requirements as stated with the H&S (Display Screen Equipment) Guidance and Regulations

Offsite Activities, Educational Visits.

- A company Director (currently Dave Melia) has produced a policy in line with offsite and educational visits.
- The school Management Team will ensure that the policy is followed when organising visits. This will include ensuring risk assessments are completed for all activities and that they follow the guidance within the policy.
- Half termly audits will be carried out in order to ensure the policy is adhered to, risk assessments are effective, along with identifying continual areas for improvement.

Electrical Appliances

- The school will comply with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.
- Company Director Dave Melia is responsible for ensuring the electrical testing of all School portable appliances.
- Last and next due test dates must be displayed on all tested appliances. The school will retain records from the competent person who conducted the testing.
- Electrical fixed installation testing of premises will be undertaken at intervals of no greater than five years.
- Electrical testing of fire alarms will be undertaken as per the schedule in the School Fire Testing Records and log book.

Fire and Emergency Arrangements

Company Director Dave Melia is responsible for determining a procedure for emergency evacuation of all school sites.

- The Local Authority or the local fire service, by request will undertake a fire risk assessment for the School as required by the Regulatory Reform (Fire Safety) Order 2005. Frequency of inspection and review of assessments depends upon the individual building risk categorisation.
- Company Director Dave Melia will ensure a termly (3 drills per year) evacuation drill of all School premises. Evacuation drills are to be recorded in the School Fire Log Book.
- All staff members complete where appropriate, fire awareness training. Currently this is on staff induction and renewed as per current guidance.

First Aid

- Company Director Dave Melia has implemented a first aid policy which complies with the minimum standard as required by the H&S (First Aid) Regulations 1981.
- The number of first aiders will be in accordance with the School's first aid risk assessment.
- Supplies of first aid material will be held throughout the School buildings. They will be prominently marked and all staff will be advised of their position.
- Adequate first aid provision will form part of all off site activities/trips.

Gas Safety

The School will comply with The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by a contractor recorded on the Gas Safe Register.

The School will retain records at each site from the competent person who conducted the testing.

Hazardous Substances (COSHH)

- The School will comply with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002.
- COSHH assessments are in place for all hazardous substances on each site and that these are held within the relevant substance storage locations.

Information and Training Arrangements

- Health & Safety information, instruction and training form an integral part of the overall training within the school. Health & Safety information and training needs of all members of staff will be the subject of periodic review, and any necessary refresher training carried out. Staff should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. The School will ensure that all training provided to staff is recorded and that records of training are maintained.

Manual Handling

- The School is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
- The first priority is to avoid the need for manual handling where reasonably practicable.
- Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training.

Personal Protective Equipment

- The School will comply with the Personal Protective Equipment Regulations 1992.
- The company will ensure the issue of Personal Protective Equipment (PPE) based upon risk assessment considering all working activities that may require PPE.
- Where the need for PPE has been identified and is unavoidable the School will ensure staff follow the guidance and implement control measures as referenced in the relevant risk assessment.

Staff Personal Safety

- The School recognises that there are risks to employees within their work but expects that generally employees can fulfil their duties without considerable threat or fear of violence or aggressive intimidation.
- The Senior Leadership Team is responsible for company employees and will assess, through risk assessment, the risk of violence or potential violence and take all reasonably practicable measures to eliminate or reduce this.
- Due to the School's status as a Special Independent School, students attending the sites can often suffer from Social, Emotional or Mental Health issues which can sometimes be displayed in aggressive or in some cases violent behaviour. The School employs robust policy and specialist training for staff both in terms of de-escalation methods through to physical intervention. These processes are risk assessed at all stages and control methods employed where possible.

School Vehicles

- The School ensures that all employees driving school vehicles have the appropriate licence and have successfully completed Driver Assessment sessions.
- The School has produced robust policies in relation to the maintenance of vehicles, their safe use in line with Road Traffic legislation and in particular the transportation of young people.

New and Expectant Mothers

- The School recognises the increased risks to new and expectant mothers. It produces risk assessments to cover new and expectant mothers and implement control measures to reduce risks.
- There is a frequent review period set in order to ensure that the School is appraised of any developments and can adjust control measures as necessary.

5. Record Keeping, Analysis and Identifying Continual Improvement

- The School embeds this policy through varying practises, risk assessments and policies. In order to ensure a transparent and clear process, all elements are included with the School Quality Cycle.
- The Quality Cycle assists relevant responsible persons with a timely (and reminded) process within which to ensure the School satisfies all elements of its responsibility to Health & Safety. Comprehensive records are then available (both current and historical) in order to identify areas improvement.
- This process also allows for regular audit by senior members of staff. Consequently, providing a trackable process within which any improvements or areas of concern can be recorded.

This policy will be reviewed annually by SMT/SLT member or area specific school advisory panel member.

	Initial	Review 1	Review 2	Review 3
Signed	D. Melia	D. Melia	D. Melia	D Melia
Position	Director	Director	Director	Director
Date	30/08/18	26/08/19	17/08/20	13/08/2021