



# HEALTH & SAFETY POLICY

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## HEALTH AND SAFETY POLICY STATEMENT

### **Our statement of general policy is:**

- To make adequate arrangements for the health, safety and welfare of our staff, students and visitors.
- To provide adequate control of health and safety risks within all areas of Rotherham Aspire.
- To consult with RMBC on matters affecting their health and safety.
- To ensure safe handling of substances used on our sites.
- To provide information, training and supervision for staff and students.
- To ensure all staff are competent in their areas of work and provide training where required.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions and review practice at regular intervals.

## RESPONSIBILITIES

Overall the final responsibility for health and safety will lay with the Head Teacher and the Management Committee.

At Rotherham Aspire the day to day responsibility for Health and safety is delegated to the Health and Safety officer who will ensure this policy is put into practice.

The Health and Safety officer will ensure Health and Safety standards are maintained/improved with the following staff having responsibility in the following areas:

<u>Name</u>	<u>Position</u>	<u>Responsibility</u>
Leanne Camaish	Head Teacher	Whole School
Mark Hepple	Health and Safety Officer	Whole school/Hutton Park
Matt Nichols	Assistant Head	Catcliffe
Stevie Davis	Assistant Head	Rawmarsh
Adam Taylor	Assistant Head	AP Rockingham Centre
Lee Morrirt/Donna Hissitt	Head/EVC (Evolve)	Off-site activities/visits
James Gregory/ Alan Murray	Business Manager	Buildings/Repairs

All staff and students have to:

- Co-operate with the Health and Safety officer, Assistant Heads/Heads of Centre on health and safety matters.
- Not remove or interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety, and that of others.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## **ARRANGEMENTS**

### **HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES**

- Risk assessments will be carried out by the Health and Safety officer working with the Assistant Heads/Heads of Centre at every site.
- The findings will be reported to SLT/Management Committee by the Health and Safety officer using the Aspire Risk Assessment Form (Appendix 1)
- Action required to remove/control risks will be discussed and approved by the Health and Safety officer, Head Teacher and Management Committee and written on the Aspire Risk Assessment Form.
- The Management Committee will be responsible for ensuring the action required is implemented.
- The Health and Safety officer will check that the implemented actions have removed/reduced the risks and make any adjustments on the Aspire Risk Assessment Form.
- Risk Assessments will be reviewed every year or when equipment/activities change, whichever is soonest.

### **CONSULTATION WITH STAFF**

Staff representative(s) are:

- SLT
- Assistant Heads/ Head of centre

Consultation with staff is provided by

- Meetings/Briefings
- Bulletins
- E-mail

### **SAFE PLANT AND EQUIPMENT**

- The Business Manager and Health and Safety Officer will be responsible for identifying all equipment/plant needing maintenance.
- The Business Manager and Health and Safety Officer will be responsible for ensuring effective maintenance procedures are drawn up.
- The Buildings Manager and Health and Safety Officer will be responsible for ensuring all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Assistant Head of each centre or Business Manager/Health and Safety Officer who will check that the new plant/equipment meets with health and safety standards before it is purchased.

## **SAFE HANDLING AND USE OF EQUIPMENT**

- The Health and Safety Officer will be responsible for identifying all substance which comes under COSHH and requires an assessment.
- The Health and Safety Officer will be responsible for undertaking COSHH assessments.
- Assistant Heads of Centre will be responsible for ensuring that all actions identified on the Aspire Risk Assessment Form are implemented.
- Assistant Heads of Centre will be responsible for ensuring that all relevant staff are informed about COSHH assessments.
- Assistant Heads of Centre will check that any new substances can be used safely before they are purchased.
- The Health and Safety Officer will review the COSHH assessments every year or when the work activity changes, whichever is the soonest.

## **INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Law poster is to be displayed in ALL centres.

- Staffroom notice board
- General office
- Student area

Health and Safety advice is available from:

- Health and Safety Officer
- SLT

Assistant Heads of Centre will be responsible for the arrangement of supervision and monitoring of work carried out by students.

The Health and Safety Officer and Off-site Manager will be responsible for ensuring that our students working off-site under the control of others, are given relevant health and safety information.

## **ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

First aid boxes are kept in:

- First aid rooms
- General office
- Other area's i.e. Kitchen/workshops (see notice boards in staffroom/student area).

40+ staff are trained in first aid. The names of trained staff are displayed on the staff notice board at their specific centres.

All accidents and cases of work related injury or ill health are to be recorded using the relevant accident forms which are kept in the General Office at each site; on completion these are sent to the Health and safety officer, then filed in the Centre General Office.

The Health and Safety Officer will be responsible for the reporting of accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.

## **COMPETANCY FOR TASKS AND TRAINING**

Induction training will be provided for all employees by Assistant Heads, Human Resources and the Health and Safety Officer.

Job specific training will be provided by Assistant Heads.

Specific jobs requiring special training are:

- Asbestos Awareness
- Legionella Awareness
- Manual Handling
- COSHH
- First Aid

These areas will be covered in whole staff CPD by the Health and Safety officer.

Staff training records will be kept up to date and stored by Human Resources.

Training will be identified, arranged and monitored by SLT, Health and Safety Officer and Human Resources.



## **MONITORING**

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out regular risk assessment (Appendix 1)
- Carry out Health and Safety Audits of the workplace each term. These will be carried out by the Assistant Head of centre, Health & Safety Officer and Business Manager. (Appendix 2)
- Inspect and maintain all plant & equipment (Appendix 3)

Assistant Heads/SLT are responsible for investigating work related causes of sickness absences.

Everyone is responsible for reporting Health & Safety Issues (Appendix 4) and acting on investigation findings to prevent a recurrence.

## **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

- The Business Manager and Health and Safety Officer are responsible for ensuring the fire risk assessment is undertaken and implemented across all sites.
- The Business Manager and Health and Safety Officer to check escape routes every month.
- Fire extinguishers are maintained and checked annually by RMBC.
- The Business Manager and Health and Safety Officer will test alarms every week.
- Emergency evacuation will be carried out every school term.
- Fire Marshall and a deputy will be assigned to each centre; the names will be displayed on the staff notice board at each centre.
- Fire Officer and a deputy will be assigned to each centre; the names will be displayed on the staff notice board at each centre.
- The Business Manager and Health and Safety Officer will ensure the Fire log is kept up to date at each site.

More information on Fire Evacuation procedures can be found in the Fire Safety Policy.

# Appendix 1 - Risk Assessment Form



## Risk Assessment Form

<b>Name of Assessor:</b>	<b>Position held:</b>	<b>Date:</b>
<b>Time:</b>	<b>Work Area:</b>	
<b>Task being assessed:</b>		

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/ Monitored by Whom?	Action/ Monitored by Whom?
				L	C	R		L	C	R		

## Appendix 2 - Health & Safety Audit



Centre	
Date	
Inspection carried out by:	

### Checklist for Audit

	Yes	No
Health & Safety Board	<input type="checkbox"/>	<input type="checkbox"/>
Accident Book – Students	<input type="checkbox"/>	<input type="checkbox"/>
Accident Book –Staff	<input type="checkbox"/>	<input type="checkbox"/>
Accident Book – Violence to Staff	<input type="checkbox"/>	<input type="checkbox"/>
Positive Handling Book	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Book	<input type="checkbox"/>	<input type="checkbox"/>
Sample PAT testing check	<input type="checkbox"/>	<input type="checkbox"/>
Sample Fire Extinguisher check	<input type="checkbox"/>	<input type="checkbox"/>

<b>Issue raised</b>	<b>Actions to be taken</b>	<b>Member of staff to take action</b>	<b>Required completion date</b>	<b>Date actually completed</b>

## Appendix 3 – Inspection of Plant & Equipment



Centre	
Date	
Inspection carried out by:	

Issue raised	Actions to be taken	Member of staff to take action	Required completion date	Date actually completed

## Appendix 4 – Health & Safety or Plant & Equipment Concern



Location of Fault	Issue

Reported by	
Date reported	

Actioned by	
Date	
Action taken	