**BLESSED EDUCATION**

**Health & Safety Policy**

**1.0 General Statement of Intent**

Blessed Education recognises and accepts the responsibility as an employer for providing a safe

and healthy workplace and working environment for all staff and to protect, so far as is reasonably

practicable, all persons who may be affected by any of its activities including students, volunteers,

parents and visitors.

Blessed Education will take all reasonable steps to meet this responsibility, paying particular

attention to the provision and maintenance of:

● Plant, equipment and systems of work that is safe and without risks to health.

● Safe arrangements for the use, handling, storage and transport of articles and substances.

● Sufficient information, instruction, training and supervision to enable all staff to avoid

hazards and contribute positively to their own health and safety at work.

● A safe place of work with safe access and egress.

● A healthy working environment with adequate welfare facilities.

The HOC and staff have the responsibility for implementing this policy throughout and must ensure that health and safety considerations are given priority in planning and day to day work. The Headteacher is responsible for the production of safety guidance, and staff will be consulted as and when necessary during the development of such guidance.

Staff are expected to co-operate as far as is possible with Blessed Education to enable it to carry

out this policy. Each staff member has a responsibility to take reasonable care of their own health

and safety and that of other persons who may be affected by their acts or omissions at work.

A copy of this policy is available to all staff and in promoting good practices covering health and safety at work, we require the co-operation of all relevant parties and encourage the involvement of all staff and sub-contractors.

The policy is supported by a range of guidance and information documents.

**2.1 Blessed Education shall**

● Ensure there is an effective policy for health and safety for all staff and periodically

review and implement any necessary changes.

● Ensure the provisions of the Health and Safety at Work Act and all relevant statutory

provisions are observed, so far as is reasonably practicable.

● Ensure all liability is covered by insurance and decide the extent to which risks are

acceptable, whether insured or not.

● Execute planned and preventative maintenance to all areas and plant under their control

so as to ensure workplace health and safety and fire safety.

**2.2 The Board of Governors shall**

● Periodically review the contents of this document and oversee its implementation.

**2.3 The Headteacher shall**

● Have ultimate responsibility for ensuring the effective implementation of this policy.

● Ensure the policy is properly understood by all levels and that all staff are aware of their

duties and responsibilities under safety legislation.

● Ensure that health and safety responsibilities are incorporated in job descriptions.

● Ensure health and safety responsibilities allocated to others are properly carried out.

● Take a direct interest in this policy and at all times support persons implementing it.

● Ensure the provision for such information, instruction, training and supervision as is

necessary to ensure the health and safety at work of all staff.

● Insist that sound working practices are followed and that work is planned and risks

assessed and carried out in accordance with current guidance.

● Follow the advice of any Enforcing Authority Inspector or other appropriate Officer.

● Take action without delay, whenever health and safety risks are identified.

● Ensure that accidents and incidents are recorded and review all investigation reports.

● Ensure that all relevant items are considered by health and safety meetings.

● Ensure that suitable and sufficient risk assessments of significant hazards are undertaken

and that appropriate control measures are effectively in place.

**2.4 All teachers shall**

● Help develop the health and safety strategy to enable the Policy objectives to be

achieved.

● Help monitor and review the Policy and procedures dealing with health and safety

matters.

● Be involved in the procedures for suitable and sufficient risk assessments of significant

hazards and help implement appropriate control measures such as training, instruction and

protective clothing and equipment.

● Act in a responsible manner at all times and set a good example in relation to workplace

health and safety.

**2.5 All Staff and Volunteers shall**

● Comply, so far as is reasonably practicable, with all health and safety legislation and

associated guidance, as well as the requirements set out in this policy.

● Undertake training in safety matters when the need is identified by Blessed Education.

● Immediately report incidents (including all accidents, near misses, and dangerous

occurrences, damage to property or plant and industrial diseases) to their Line Manager and

complete the accident report form.

● Report, as soon as reasonably practicable, any significant hazards (or potential hazards)

that they identify to their immediate Line Manager.

● Wherever possible, make suggestions to improve health and safety to the HOC or deputy

**2.6 Contractors and sub-contractors shall**

● Be responsible for their own areas of responsibility and health and safety management

arrangements. However, to protect staff, students, contractors and those in the vicinity of work,

everyone should co-operate, co-ordinate and communicate as appropriate for the purposes of

health and safety.

**2.7 Consultants, experts and external advisors**

● There may be occasions when qualified specialist advice is required to ensure that

specific tasks are completed safely and competently. In these circumstances the services of a

competent external advisor, expert or consultant will be obtained.

**2.8 Safety representatives:**

Safety representatives may:

● Investigate hazards and dangerous occurrences and examine the cause of accidents.

● Investigate staff’ complaints concerning staff health, safety or welfare.

● Make representation on matters arising out of health, safety or welfare of staff.

● Carry out inspections of the workplace and attend safety meetings.

● Represent staff in consultations at the workplace with inspectors.

**3. ARRANGEMENTS / GUIDANCE**

**2.9 Access and Egress**

Blessed Education is committed to providing a safe place of work and a safe means of access and

egress within all parts of the Centre. Safe access and egress includes movement in and out of the

workplace, and safe access within the workplace. This policy covers the following:

• Access to and egress from the Centre

• Routes through working areas

• Accessibility of storage areas

• Access to and egress from an individual’s workplace

• Emergency exit routes

• Common parts of the buildings e.g. reception etc.

**2.10 Accident / Incident / Dangerous occurrence reporting:**

**An Accident:** "any unplanned event that results in personnel injury or damage to property, plant

or equipment.

**An Incident:** "any unplanned event that results in damage to property, plant or equipment, but

no injury to a person”.

**A Near-miss:** "an unplanned event which does not cause injury or damage, but could have done

so." Examples include items falling near to people; vehicle incidents and electrical short-circuits.

**Reporting Procedure**

All accidents, incidents and near misses (other than trivial incidents) should be entered in the

appropriate Accident Book at the Main Reception Office and counter-signed by a First Aider.

If the staff or student cannot get to the Main Reception Office, a teacher should ring or otherwise notify the Main Reception Office who will notify a first aider to move to the scene of the accident.

The Main Reception Office staff and First Aiders will take appropriate action, in consultation with the Head as necessary.

All serious incidents must be investigated with a view to identifying, where possible, actions that

can be taken to help prevent a re-occurrence.

● If an accident occurs to a student, ensure that the parent is advised via the “Parent Notification of an Accident to Child Form” - not a copy of the accident book.

● If an accident occurs to a contractor or visitor, they should also notify their own employer where applicable.

Management will ensure that, where applicable, the requirements of RIDDOR (the Reporting of

Injuries, Diseases and Dangerous Occurrences Regulations) are met.

**RIDDOR (Reporting of Accidents, Incidents, Diseases and Dangerous Occurrences Regulations).**

Some accidents and incidents (generally the more serious types) are reportable to the health and

safety inspector (HSE) under the “RIDDOR” regulations.

Refer to separate guidance **HSE EDIA1 (rev3)** for the full list of what must be reported to the

inspector but in general, here is a summary:

**Injuries and ill health to EMPLOYEES:**

● The Centre will report, and keep records of, all RIDDOR reportable incidents.

● Blessed Education will keep records of all occupational injuries that results in a staff

member being off work for more than three consecutive days (these need NOT be reported to the HSE under RIDDOR).

● Accidents that result in death or a specific injury will be reported without delay.

● All other reportable accidents will be reported within 15 days of the accident.

● Reportable occupational diseases will be reported when a written diagnosis is received from a doctor.

**Physical violence**

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable to the HSE.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a student or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

**Injuries and ill health to students and others not at work:**

Injuries to students and visitors who are involved in an accident at school or on an activity

organised by the school are only reportable under RIDDOR if the accident results in:

● the death of the person, and arose out of or in connection with a work activity; or

● an injury that arose out of or in connection with a work activity and the person is taken

directly from the scene of the accident to hospital for treatment (examinations and diagnostic

tests do not constitute treatment).

The easiest method to report to the HSE is to go online and complete the required form via the

HSE’s RIDDOR website **www.hse.gov.uk/RIDDOR**.

A telephone service is in place for reporting fatal and major injuries only: the Incident Contact

Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Blessed Education will, where appropriate, inform the Insurance Company of any significant

accidents or incidents.

**The Accident Books are located in the Main Reception Office**

**2.11 Audit (health and safety)**

In order to monitor and develop health & safety standards, random visual health and safety

inspections and checks will be undertaken by management and other staff and the results used

to further improve safety systems and procedures within Blessed Education.

**2.12 Bomb threats**

Staff are instructed that they must not attempt to move a suspect parcel or package. Instead,

inform the Headteacher and implement the procedures as laid out in the Bomb Threat Policy.

**2.13 Building maintenance and repairs in workplaces**

Whenever major work is planned in occupied areas, the risks will be identified by the relevant persons involved and suitable protective measures will be arranged. Work undertaken by outside

contractors will be subject to approval and the relevant risk assessments and method

statements.

If you suspect any works that are being undertaken within Blessed Education premises present a

health and safety risk to staff or others in the vicinity, report it to the Headteacher, immediately.

**2.14 Chemical safety – COSHH (Control of Substances Hazardous to Health)**

The COSHH regulations regulate the exposure to hazardous substances and processes used in,

and arising from, work activities. The essential requirement is to make an assessment of the risk

to health arising from work processes and take measures to protect the health of staff and

others.

Blessed Education has carried COSHH assessments of risks and introduced appropriate measures

to prevent or control exposure. These assessments are available to all persons that may be affected by COSHH.

In general, chemical safety is often sensible safety so:

● Try not to use dangerous chemicals / substances in the first place.

● Try to replace the chemicals / substance with a safer alternative.

● Try and reduce the quantity and/or frequency of use.

● Do not mix chemicals or substances unless they are compatible.

● Use good ventilation, gloves and/or goggles for more protection.

● Always store the chemicals and substance safely.

● Do not eat, drink or smoke when handling chemicals or substances.

● Maintain a high level of hygiene handling chemicals or substances.

● Adhere to any Safety Notices posted in the working area.

**2.15 Communication & consultation**

Blessed Education accepts the need to have and maintain effective lines of communication to

enable health and safety information to be passed to staff and those affected by the work

activity. These may include contractors, sub-contractors, parents, clients, consultants, inspectors,

visitors etc.

**2.16 Contractor control**

Blessed Education will endeavour to ensure that the contractors and sub-contractors we engage

have the skills and knowledge to carry out the contract to the required standards without risks to

health and safety. All visitors to site will sign in and must agree that their work will have no

adverse safety impact on staff or those in the vicinity.

Depending on the scope of the work to be undertaken, high risk work will not be permitted

unless it is under the control of a permit to work system.

Depending on the type of work that they carry out, contractors and sub-contractors may be

subject to a formal vetting and approval system.

**2.17 Disability discrimination / Equality Act**

Blessed Education seeks to comply with the Equality Act and will take all reasonable steps to

remove all unnecessary physical barriers. In addition, where specific adaptations are provided for

disabled users, Blessed Education will ensure that these adaptations are regularly checked and

operational at all times. All staff are encouraged to discuss any workplace issue with the

Headteacher, and in confidence if appropriate.

**2.18 Display screen equipment (DSE, or computer work)**

The Display Screen Equipment Regulations concern the health and safety aspects of using DSE

and computers etc. The likelihood of experiencing the possible hazards associated with DSE

(musculoskeletal problems, visual fatigue and mental stress) is related mainly to the frequency,

duration, intensity and pace of continuous use of DSE, allied to other factors such as the

environment.

Staff that use computer for a period of one hour or more per working day, must carry out a risk

assessment of their workstation using Blessed Education DSE Form. The assessment will help

train staff in the correct use of DSE / computers and help identify any hazards suggests corrective

action if necessary.

**2.19 Drugs and alcohol at work**

NORBURY MANOR is concerned to provide a safe and healthy working environment. Misuse of

drugs or alcohol in the workplace will affect health, work performance and working relationships.

All information gathered will be treated with the utmost confidence. Should any staff suspect any

other staff is affected by drugs or alcohol misuse, then they should approach the Headteacher in

confidence. An initial assessment will be made and specialist advice sought if required to ensure that the consequences of any drink or drug abuse at work does not affect the health, safety of welfare of

others in the workplace.

**2.20 Electrical safety**

The Electricity at Work Regulations require precautions to be taken against the risk of death or

personal injury from electricity in work activities including electric shock, accidents arising from

contact with live terminals and fire or explosion.

Fixed electrical installations owned by Blessed Education will be inspected and tested at least every 5 years by a professionally qualified electrical engineer and records kept.

All portable electrical appliances owned or used by Blessed Education will be PAT

(portable appliance test) inspected and examined by a competent person at regular intervals and

records kept in the H&S Folder. Portable electrical appliances generally include items with a plug that can be moved around i.e. printers, computers, extension leads, portable electric lamps, power tools, heaters, toasters, kettles, radios, chargers etc.

All electrical repair work will be undertaken by a suitably qualified person - usually an electrician

and under no circumstances will temporary repairs such as insulating tape be allowed.

*Before using any electrical equipment, staff must carry out a visual check of leads, plugs etc. If*

*any defect is discovered, report it immediately and do not use the equipment.*

**2.21 Enforcement of Health, Safety and Fire**

Enforcement in Blessed Education premises of all health and safety legislation is undertaken by

Enforcement Officers who have numerous powers. They should not be hindered in their work but

always report to the Headteacher prior to any discussion with an Inspector.

Enforcement Officers have the powers of entry to premises during operational hours and they

may come un-announced. In the event of a visit, note the following points:

• Inform the Headteacher immediately of any visits and take their advice.

• Provide information requested promptly.

• Provide all the necessary assistance to the investigating officer including access to areas.

• If you are required to make a statement, your rights and obligations will be pointed out

to you. If you are in any doubt about this procedure, seek advice immediately by speaking to the

Headteacher.

**2.22 Emergencies or catastrophes**

Examples of emergencies or catastrophes include:

●death

●major vandalism

●a fire

●a violent assault on college premises

●a traffic accident

●a serious school trip accident.

In the unhappy event of these occurring, the will establish a crisis team to include Senior

Management, administration staff and governors. This team may be supplemented by teachers

The crisis team will incorporate the following roles:

●Headteacher will take on the role of dealing with parents and students affected

●Person on Centre site

●Person on incident site

●Person to co-ordinate media coverage and decide who will be interviewed by press, etc.

●Person to deal with other parental or student enquiries

●Person to keep the college running

●Person to organise cascade system to staff out of hours

Currently the suggestions for these roles are to be decided at point of need.

Senior colleagues are expected to know the systems for entry to the site, alarm systems, phone

systems, contact names, telephone numbers and addresses of staff and students. The use of exdirectory/mobile telephones is to be reserved for outgoing calls.

**2.23 Equipment**

Every reasonable precaution should be taken to safeguard equipment. Store cupboards should be

kept locked. All valuable items must be safely locked away after use, especially at night, preferably out of view.

**2.24 Fire and emergency procedures**

In line with current legislation, the Blessed Education premises and work locations are strictly NO

SMOKING areas. This includes all Blessed Education vehicles whilst used for work purposes.

All staff will be trained in fire and emergency procedures, so they can adhere to the emergency procedures quickly and efficiently.

Blessed Education premises are covered by a Fire Risk Assessment (FRA).

**The Fire Risk Assessment is located: In the H&S Folder in the Reception**

Fires do not just happen there is always a cause. Staff and contractors have responsibilities to:

● Avoid accumulation of paper and other flammable material;

● Good housekeeping is a vital ingredient of fire prevention;

● Keep walkways and emergency exits clear of any obstacles at all times;

● Ensure fire doors are not propped open;

● Read the posted fire instructions;

● Be aware of assembly points and the identity of fire wardens.

**Fire and Emergency Evacuation Procedures (EAP):**

**If you hear the Fire Alarm:**

􀀀 Operate the fire alarm and inform the Main Receptions Office staff. A nominated person

will call the Fire Brigade on 999.

􀀀 Evacuate to the fire assembly area. Close windows only if feasible and safe, and ensure doors close behind you as you leave.

􀀀 Staff who are not teaching should go straight to the assembly area.

􀀀 Attendance Officer will take registers to the assembly area.

􀀀 The staff assigned to take a register of all staff will take the Register during evacuations.

􀀀 Students must line up and tutors check that all students are present.

􀀀 Any students missing should be reported immediately.

􀀀 Remember: Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until

advised it is safe to do so.

􀀀 Evacuate to the fire assembly area. Close windows and doors behind you as you leave.

􀀀 Staff who are not teaching should go straight to the assembly area.

􀀀 Reception staff will take registers to the assembly area.

􀀀 Students must line up and form tutors check that all students are present.

􀀀 Any students missing should be reported immediately to their respective head(s) of year.

􀀀 Students will be dismissed from the assembly form-by-form, by the heads of year, coordinated

by Mrs Hardwick.

􀀀 Remember: Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until

advised it is safe to do so. Do **NOT** use lifts.

Contractors / Temporary Staff / Consultants / Visitors etc. will be shown or given copies of this

procedure. *Visitors are the responsibility of the person they are visiting.*

**General fire safety precautions**

● Care must be taken over the storage of combustible materials. In particular, such material must be stored and accessed only by authorised personnel.

* doors must not be blocked

● Staff must take all reasonable precautions to ensure that dangerous substances are not

easily accessible to students. Any solvent based item (e.g. Tippex thinner, certain types of glue,)

or anything else which could prove hazardous to students, must be securely locked away when a

teacher is not present.

**The Fire Assembly Point is located: The car park**

**2.25 First Aid**

The Health and Safety (First Aid) Regulations aim is to reduce the effects of injury or illness

suffered at work, either caused by the work itself or by some other factor outside Blessed Education’s control.

First-aid at work can save lives and prevent minor injuries becoming major ones but does not

include giving tablets or medicines to treat illness. Sufficient first-aid personnel and facilities are

available to give immediate assistance and to summon an ambulance or other professional help.

The First-aid boxes are controlled, maintained and replenished by First Aiders and are kept in the

Main Reception Office and kitchen area.

Records of all cases treated should be made and kept in the accident book.

**Illness in school**

Students who feel unwell in the centre should report to a member of staff; either to whoever is

teaching them, if in lessons, or to a member of staff on duty.

They may then be sent to the Medical Room or Main Reception Office but please inquire into the nature of the illness before sending a student to the office.

Students with minor aches and pains are often better off in their class than outside the Main Receptions area.

Any student sent to the Main Reception Office or Medical Room from a lesson must have a medical form slip signed by their teacher.

**Medication**

No member of staff may issue any medication to any student. Any medicine required during the

school day must be left in the care of the staff with oversight of the Medical Room, with an

explanatory note from parents or guardian, giving full details.

**EpiPens** will be clearly labelled with the student’s name and how the EpiPen should be

administered. The box should contain a recent photo, other medications needed and the actual

EpiPen. It is the parent’s/carer’s duty to ensure that the EpiPen and all medications are in date.

Paperwork outlining the student’s medical problems, contact, GP and hospital details and a form

giving permission for a member of the office staff to administer the medication in the case of an

emergency should be completed by the parent/carer and retained by the staff with oversight of

the Medical Room, with a copy in the medical file and a copy in the EpiPen box. Keep records of

all medications handed out.

**The Accident Books are located in the Main Reception Office**

**The First-Aid Boxes are located: in the kitchen area**

**First-Aiders: As identified on the Staff Noticeboard**

**2.26 Hazard reporting:**

Everyone is encouraged to report **anything** they consider a workplace hazard. Senior

management will investigate and take remedial action if and as necessary.

**2.27 Housekeeping**

A major cause of accidents is undoubtedly poor housekeeping and, in general, a safe working

area is a tidy area.

Everyone is encouraged to ensure that their daily work routines do not present a slip, trip or fall

hazard to themselves or others in the vicinity. Apparatus, tools, equipment and materials which

are not immediately required should always be returned to a safe storage place.

Unwanted materials, particularly combustible and flammable items, should be disposed of safely

and promptly.

Spillages must be cleaned up promptly by a person who fully appreciates the special hazards

which the material may possess.

Flammable and combustible materials must never be stored or left on emergency exit routes or

blocking immediate access to fire equipment or electrical switchgear.

Finally, be aware to avoid obvious trip hazards such as trailing wires, leads and unexpected

deliveries.

**2.28 Induction**

It is important that all new starters familiarise themselves with Blessed Education Health &

Safety Policies and procedures. A copy is placed on the Staff Noticeboard and available from the Headteacher and on the school’s website in the Policy Section. All new staff will receive induction training on day one of their employment, and further specific training as their employment progresses. Such training will cover:

✔ fire procedures

✔ warning systems

✔ locations of exit and escape routes

✔ evacuation and assembly procedures

✔ accident and injury reporting procedures

✔ names of first aiders and fire wardens

✔ instruction on any prohibition areas

✔ issue of protective clothing and equipment and its use

✔ other health and safety related information.

**2.29 Infection control policy**

Accidents of contracting infectious disease: Blessed Education will always treat any queries seriously and answer any specific questions. In general, in order to avoid potential infections, we recommend that you:

1. Cover all cuts and abrasions with waterproof dressings;

2. Use disposable gloves and aprons where necessary;

3. Clean up spills and body fluid immediately using suitable gloves and disinfectants.

Injuries must only be treated by a qualified first aider. Staff also suffering from any other condition e.g. diabetes are also encouraged to disclose their conditions in confidence to the first aiders so that in the event of an accident or treatment being required, the first aider can take this information into account when assessing the treatment required.

**2.30 Lone working**

There will be occasions when staff are required to work alone outside normal working hours either early, late or at weekends so it is necessary to ensure that safe systems of work are in place.

No one shall be allowed to carry out any dangerous tasks whilst working alone and suitable risk

assessments will be in place to highlight any hazardous tasks and look for alternative methods to

ensure that lone workers are not at risk. If no alternative can be found then the task must not be

done whilst the staff are working alone.

All staff will be sufficiently trained to be able to undertake the range of tasks expected of them

safely, and training will be documented and include what to do in an emergency.

**2.31 Machinery Safety**

The Provision and Use of Work Equipment Regulations (PUWER) make explicit the legal duties to

provide safe work equipment and aim to ensure that the use of work equipment is carried out in

a safe way. Blessed Education will therefore strive to ensure our work equipment is suitable, by

design, construction or adaptation, for its intended purpose in its particular place of use.

Blessed Education will ensure that work equipment is subject to proper maintenance and all

those who use, supervise or manage work equipment will receive adequate health and safety

information, instruction and training on the use of the work equipment.

**2.32 Monitoring of standards**

Monitoring of health and safety standards will be carried out in order to ensure that precautions

remain in place. Things change - new materials come in, machines wear out and break down and

need regular maintenance, rules get broken and people don’t always do as they’ve been told.

Monitoring also lets staff and Blessed Education contractors know that proactive checks will be

made - not just when things have gone wrong.

**2.33 Personal protective equipment (PPE)**

PPE includes (when worn for the protection of health and safety), protective clothing such as

aprons, gloves, footwear, high visibility waistcoats etc.; and protective equipment such as eye

protectors, respirators, and safety harnesses.

Once it has been determined that the risk cannot be adequately controlled by these measures,

the management will ensure that appropriate PPE and training in its usage is provided. The

provision of PPE is regarded as a last resort. Currently, a wide range or PPE is issued to staff, and

they are able to request free replenishment.

**2.34 Risk assessments**

The Management of Health and Safety at Work Regulations (MHSWR) require employers to

assess safety and health risks and so carry out risk assessments. To comply with the MHSWR,

Blessed Education will assess risks to staff and *anyone else* (such as students, visitors and

contractors etc.,) who may be exposed to a significant risk of harm due to the manner in which

Blessed Education conducts its undertaking.

Suitable and sufficient measures will be implemented to control any significant risks identified

and these will be reviewed and revised:

a) Regularly; and

b) When there is a reason to suspect the assessment is no longer valid; or

c) There has been a significant change in the matters to which the assessment relates.

**What is a risk assessment?** It is an important part of the management tools that helps assess

hazards and control measures, and so helps monitor the effectiveness of the safety policy.

**The aims of Risk Assessment include:**

● Gauging the problem associated with activities;

● Assist in developing solutions;

● Preventing or minimising the risk to injury or to the health of those working in or visiting

the area and of others who may be affected.

A ***Hazard*** is anything that can cause harm (e.g. chemicals, electricity, working from ladders etc.)

and ***Risk*** is the chance (big or small) of harm actually being done and the severity of that harm.

***Stage One: Identification of hazards.***

Identification of a range of hazards within the premises and due to the work activities. This can

be done by walk-abouts and visual inspections and looking at the accident statistics.

***Stage Two: Consultation.***

This involves discussing the work tasks and working methods with the relevant persons

undertaking the activity such as staff and contractors.

***Stage Three: Assessment of risk control rating.***

Each hazard should be examined with regard to factors that *increase* the risk for all or some

groups and factors that can decrease the risk rating.

***Stage Four: Identification of other necessary measures***

Conclusions should be reached on whether existing control measures are adequate or what

additions or improvements are needed.

***Stage Five: Review.***

Review and revise the risk assessment wherever there are changes in circumstances which

significantly affect the hazards and risks.

Risk assessments must be ‘suitable and sufficient’ though it is not a requirement that every risk is

recorded. Small or insignificant risks will be ignored.

Allowances will be made for staff (or others) deemed ‘specifically at risk’ including pregnant staff,

the very young (those under 18 years old); new; inexperienced or elderly workers. If any staff

considers that the relevant risk assessments covering their area, work and work activities are not

suitable or correct, they should inform their line manager.

**2.35 Safety meetings**

Safety meetings or briefings will be held regularly to:

● Consider the health and safety aspects of work tasks and equipment.

● Consider the circumstances and causes of accidents and potential hazards.

● Develop and review the safety policy and associated guidance.

● Help make the arrangements for safety training, instruction, and information within the centre

and the effectiveness thereof.

**2.36 Safety signs**

A variety of safety signs are displayed around the Centre premises. These are to assist staff and others by offering information, warnings and instructions, so please ensure that you adhere to these. The colour and shape of safety signs are regulated by the Safety Sign and Signals Regulations

**2.37 Security Arrangements**

Security arrangements are continuously reviewed throughout the year to make sure all services

that are being used are up to date and working correctly. However, it is also the responsibility of every individual working and learning in the School to be vigilant about security. Everyone should also take as much care of their personal belongings and the equipment in the building.

**2.38 Slips, trips and falls**

Slips and trips are one of the most common cause of injury in the workplace so putting in place a

safe work system and ensuring all staff comply with it will contribute to a safer workplace and

fewer accidents.

Always be aware of the floor condition and either fix or report problems that can lead to slips,

trips and falls such as spills, loose cable leads across walkways or inappropriate storage across

fire exits.

**2.39 Smoking Policy (including e-cigarettes and vaping)**

Blessed Education has a strict NO SMOKING policy in the building, external premises areas and

all Company Vehicles (including those using their own vehicles but transporting other work staff.

Smoking by staff or subcontractors may only take place outside the centr beyond a 50m

distance.

The No Smoking rule applies to ‘Vaping’ (i.e. the act of inhaling and exhaling the water vapor

produced by an electric device called a vaporizer or e-cigarette).

**2.40 Storage**

Suitable and sufficient storage facilities will be provided for all materials, equipment and spare

parts used or supplied by Blessed Education. All storage facilities will be designed so as to reduce

the amount of manual handling as low as reasonably practicable. Safety steps are to be preferred

to ladders, in particular for placing and retrieving goods.

If staff feel that storage racking, shelves or conditions are unsafe for any reason, they should

report it to their manager for investigation.

**2.41 Strangers on the premises**

Any strangers encountered on the premises should be greeted, asked the reason for their visit and

directed or taken to the Main Reception Office.

If the person is unable to offer an acceptable reason for remaining, politely ask them to leave in a

clear and firm way and escort them off the premises. If they refuse, do not attempt to make

them leave yourself, but report the matter immediately to the Main Reception Office. The Main

Reception Office will contact the most senior member of staff available who will decide whether

to call the police.

(Note - If the police are contacted, they should be told that they have been called in accordance

with Section 40 of the Local Government (Miscellaneous Provision) Act 1982. If the police

concerned are still in doubt, they should be asked to check with their station officer who should

be able to clarify their powers under the Act).

All intruder incidents should be reported, even if the person(s) leave when requested. It is

advisable to take a note of the description of any intruders and any conversation you might have

had with them, even when they leave the premises at your request or where they leave after

initially refusing to before the police arrive.

**2.42 Stress in the workplace**

Well-designed, organised and managed work is good for us but when insufficient attention to job

design, work organisation and management has taken place, it can result in work related stress**.**

Work related stress develops because a person is unable to cope with the demands being placed

on them. Stress, including work related stress, can be a significant cause of illness and is known

to be linked with high levels of sickness absence, staff turnover and other issues such as more

errors.

If any staff wishes to discuss stress at work, they may do so in confidence with the Headteacher

and there is a staff well-being group in operation.

**2.43 Temporary workers**

All temporary workers will be given health and safety induction training covering the hazards of

our working environment, emergency procedures and the management controls for those risks

before they commence their duties.

Blessed Education appreciate that temporary staff will be exposed to the complete range of risks

to which other staff are exposed and that they will also be unfamiliar with many of the procedures, and so will need extra supervision for a period after their induction.

**2.44 Training**

Training is an important way of achieving competence by raising awareness and enabling staff to

work in a safe manner. It also contributes to Blessed Education’s health and safety culture. All

staff will be encouraged to attend health and safety training relevant to their area of work.

Effective training will help avoid the distress that accidents and ill health cause; as well as help avoid the financial costs of accidents and occupational ill health.

Accordingly, Blessed Education will provide whatever information, instruction and training is needed to ensure, so far as is reasonably practicable, the health and safety of staff and others affected by the work activity.

**2.45 Trips and Travel**

Blessed Education appreciate that staff and students may be exposed to a range of risks whilst

on school trips. Accordingly, these have been risk assessments and further details can be found in the Trips and Travel Policy.

**2.46 Violence at work**

The Health and Safety Executive’s working definition of violence is: ‘Any incident in which staff

are abused, threatened or assaulted by a member of the public in the course of his or her

employment’. Verbal abuse, threats and physical attacks are comparatively rare but:

***If you feel threatened by an adult:***

Call for assistance and have another member of staff with you if there is likely to be any

difficulties. Leave the area (if safe to do so) and report to the HOC or deputy immediately. Always report any incidents of violence (whether physical or verbal) and ensure these are entered into accident book. Staff need to be aware that such behaviour constitutes a common assault and the police should be summoned if the situation requires such action.

***If you feel threatened within a classroom:***

It is important to seek help by sending a reliable student to fetch another member of staff as soon as possible. Try to remain calm. You should only intervene if you are confident that you can deal with the situation.

Staff should be aware that they could risk legal action for assault if a student were injured whilst they were attempting to end a fight. They could also find themselves injured. The centre’s insurance policy provides indemnity against such legal action.

**2.47Visitors**

Staff should advise the Main Reception Office of any visitors they are expecting. The member of

staff expecting the visitor should inform the Main Reception Office where she/he can be found.

Contractors on site are to sign a contractor’s form with the Premises Manager or caretakers.

The visitor(s) should be asked to report to the Main Reception Office on arrival at college and sign the visitors' book and a visitor’s badge issued and worn where it can be seen. They should be advised and shown the emergency procedures in the event of a fire.

Visitors must be accompanied by a staff member and not be permitted to wander freely around

the centre. Should a fire occur, the person who is accompanying the visitor will take him/her to

the fire assembly point.

Should an accident or incident occur involving the visitor which results in an injury, this must be

recorded in the Accident Book and a thorough investigation carried out as soon as possible. If the

injury is of a serious nature, the Headteacher or deputy must be informed immediately. There are some areas strictly out of bounds for visitors and these are clearly signposted.

**2.63 Welfare**

Suitable and sufficient welfare facilities have been provided for all staff and students and these

are maintained and are readily accessible to all. Welfare facilities include toilets; hot and cold

water; wholesome drinking water; soap and tissues.

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