



Health and Safety Policy

Date: 11th March 2022

Review date: 1st March 2024

Part 1: Policy and Commitment

STATEMENT OF INTENT

This is a Statement of Organisation and Arrangements for Laboratory Media Education. In accordance with the Health and Safety at Work Act 1974, it is the policy of LME to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-staff (such as pupils, visitors, contractors and other persons at the organisation) from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the organisation.

Health and Safety is everybody's responsibility. It is essential to create an environment in which safety and health care are not simply a legal requirement but become part of the day to day good practices of organisations life. We need to minimise the dangers of accidents in all areas and protect the welfare of all those who work or visit our organisation. Part of all our educational experience is to be alert to health issues, to report hazards, take part in health surveillance and generally contribute to making the school a low risk environment.

We will, so far as is reasonably practicable:

1. make available sufficient resources to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by our activities;
2. ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
3. ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, pupils and other third parties;
4. provide and maintain equipment and systems of work that are safe and without risks to health;
5. provide and maintain a working environment for our staff, pupils and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
6. provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of our staff, including temporary staff and visitors, and information on risks for visitors and staff of other organisations who are working in our premises;
7. give special consideration to staff, visitors and pupils with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
8. maintain arrangements for the provision of a suitable occupational health service for staff;
9. monitor health and safety performance to verify that our organisation's health and safety policy is being implemented and health and safety standards are being maintained and progressively improved;

10. develop and maintain a positive and proactive health and safety culture.

- We will ensure that adequate mechanisms are in place to effectively consult with staff and pupils via their representatives on health and safety matters.
- We recognise health and safety as being an integral element of our organisation and it will be given equal status alongside other management functions.
- We will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout our organisation.
- All contractors and consultants working for our organisation are required to comply with this policy.
- We will ensure that procedures are established for appointing and monitoring the competency of contractors.
- We will review this policy statement at least bi-annually.
- We will ensure that this policy is effectively communicated to all staff.
- Failure on the part of any member of staff, irrespective of their position, to comply with this policy, including any safe system of work, may render that member of staff liable to disciplinary action and could result in criminal/civil proceedings.

Responsibilities

TEACHERS

In addition to the general responsibilities of staff (as outlined above), teachers are expected to:

- raise any health and safety concerns outside of their control related to their teaching area with their immediate line manager;
- exercise effective supervision of pupils and know the procedures to carry out in response to emergency situations such as fire or a pupil requiring medical care;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;

- give clear instructions and warnings to pupils whenever risks arise, remembering that some pupils may have been absent when earlier warnings were given;
- detail safe methods and controls to be followed in their written lesson plans;
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing or equipment where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

PUPILS

Pupils are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe all the health and safety rules of the organisation and, in particular, the instructions of staff given in an emergency;
- report any health and safety concerns (e.g. displaced fire extinguisher, fire door being left open) to a member of staff;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

CONTRACTORS

All contractors will be appropriately selected and competent in terms of health and safety.

Contractors must be made aware of and abide by this policy and not endanger pupils, staff or other visitors to the site.

The Director will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all contractors.

All contractors must report to reception and be signed in before any work takes place and prior to each working session. Every effort will be made to ensure that contractors carry out works outside of working hours to minimise disruption and potential contact with pupils.

FIRST AIDERS

First Aiders are responsible for:

- taking charge when someone is injured or falls ill;
- administering first aid in the event of an injury as per procedure;
- calling for an ambulance, if required;
- looking after first aid equipment and ensuring it is restocked;
- keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

VISITORS AND OTHER USERS OF PREMISES

- The Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to our school.
- All visitors must comply with this policy.
- All visitors are required to sign in at main reception
- Where reasonably practicable, visitors will be accompanied at all times by a responsible member of staff.
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on our premises, the person who is accompanying the visitor/s will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor this must be reported using our standard accident reporting form.
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- Persons 'hosting' visitors must ensure:
 - visitors are alerted to our fire procedures;
 - visitors adhere to our 'No Smoking' policy;
 - visitors park their vehicles so as not to obstruct fire escape routes, roads, access or other vehicles;
 - visitors are accompanied or authorised to enter the premises;
 - visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied;
 - visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
 - visitors report all accidents, incidents and near misses to the host.

ARRANGEMENTS (SYSTEMS & PROCEDURES)

ACCIDENT REPORTING & INVESTIGATION

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage.

All incidents should be reported to Paul Weston

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) e.g. specified injuries, work-related accidents resulting in staff being absent from work for more than 7 days, or pupils or members of the public going to hospital from

the scene of the accident will be reported to the Health and Safety Executive by the Head of Operations.

COMMUNICABLE DISEASES

Due to the age and number of children present in our organisation, it is not uncommon for them to contract a variety of communicable diseases. We will act to protect the health of pupils and staff when we become aware of infectious or communicable diseases.

Gov.uk has released guidance on Health protection in schools and other childcare facilities. This document provides guidance on the prevention and spread of communicable diseases, and promotes a coordinated approach to the management of communicable disease in premises such as ours.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

CONSULTATION WITH STAFF

We firmly believe in consulting with our staff and stakeholders on matters of health and safety.

Staff will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or remove those risks and what staff should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;
- The effectiveness of health and safety policies and procedures;

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations impose duties on employers to protect staff who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases,

biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

We will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessments, which provide information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed regularly or whenever circumstances change that affect the risk.

Staff that make use of such chemicals will receive training and instruction to enable safe working.

DISPLAY SCREEN EQUIPMENT

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to staff who regularly use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User questionnaire. Where users are identified, the following will be ensured:

- Workstations will be assessed using our DSE pro forma and the risks reduced, as applicable;
- Workstations meet the minimum requirements;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and

Health and safety information is provided so that staff know how to set up their workstation correctly.

ELECTRICITY AT WORK

The Electricity at Work Regulations set out specific requirements on electrical safety. These regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances will be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Equipment which is used and moved regularly will be subject to a detailed inspection and test by a competent person periodically. A written record of the tests, in the form of a logbook or register, will be maintained and be available for examination and the equipment itself will be marked with the date of the most recent test.

Our fixed electrical installations will be inspected by a competent person at least every five years.

Staff and pupils may not bring their own personal electrical appliances into our school unless they have been checked by a competent person.

FIRE SAFETY

Fire safety in the building is the responsibility of Broadland District Council. All records and risk assessments by them are held by LME and available upon request.

FIRST AID

The Health and Safety (First-Aid) Regulations set out a duty of care on employers to provide adequate and appropriate first aid provision for staff.

We will always ensure that we have at least suitably trained first aiders employed in the organisation, with at least one first aider available on site at all times, taking into consideration staff absence, holidays, lunch breaks, trips and visits, before and after hours and the needs of our pupils.

Current Staff nominated to administer first aid are trained as follows:

- Paul Weston
- William Wilson

Any accidents requiring first aid must be recorded by the School Administrator.

HEALTH & WELLBEING

The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of staff, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations require a general risk

assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as “the adverse effect people have to excessive pressure or other types of demand placed on them”. We believe in creating a healthy working environment which supports the wellbeing of our employees.

We recognise that stress per se is not an illness, but can result in stress-related illness such as anxiety or depression. Accordingly, we will regularly undertake risk assessments to identify the main potential stressors and the control measures required in order to reduce the risks to staff in our organisation.

INFORMATION, INSTRUCTION AND TRAINING

The Health and Safety at Work Act establishes the duty of the employer to supply staff with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

We are committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new staff appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

LEGIONELLA

The Control of Substances Hazardous to Health Regulations relate to the risk from hazardous micro-organisms, including legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

We will ensure that an adequate risk assessment of our water systems is carried out and reviewed every Three Years. We will identify and assess the risk of exposure to legionella bacteria from work activities and water systems on our premises and any necessary precautionary measures that we need to take.

All of our water systems are subject to monitoring, inspection and testing at regular intervals by a competent person.

LONE WORKING

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of staff. The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient

assessment of the risks to health and safety of staff to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

Staff have the responsibility of reporting to the director any lone working activities so that they can ensure the risks from such activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them to work alone safely and to be able to summon help and assistance if required.

Additional controls will be utilised such as mobile phone-based Lone Working Applications, but it is still the responsibility of all staff to following operating procedures.

It is the responsibility of all staff to follow the organisation's Lone Working Policy and defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

MANUAL HANDLING

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and staff.

As employers, we are required to:

- avoid the need for manual handling, so far as is reasonably practicable;
- assess the risk of injury from any hazardous manual handling that can't be avoided;
- reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Our staff are required to:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with the organisation on health and safety matters;
- inform the organisation's management if they identify hazardous handling activities;

- take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training and instruction is provided at induction, and upon annual refresher training, and will be recorded, monitored and reviewed.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

MEDICINES

In general, medicines must not be brought into school, but it can be a necessity. All medicines must be prescribed by a doctor and must have the pupil's name on and be in date.

Protocols for pupils with serious medical conditions will be shared with all staff to ensure that risks can be minimised.

We will be lead by the feeder schools on drugs and their implementation.

NEW & EXPECTANT MOTHERS

The Management of Health & Safety at Work Regulations place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their staff, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A "new or expectant mother" is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding. Or, who is in the early stages of adoption.

When a member of staff notifies the school in writing that she is any of the above, then a specific risk assessment will be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

NOISE AT WORK

The Control of Noise at Work Regulations ensure that worker's hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is our responsibility, as the employer, to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment Regulations are designed to protect people from risks to their health.

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment needed by school staff will be identified through risk assessment, but only if the control measures cannot be reduced by other means.

Staff must comply with instructions to wear and use PPE.

RISK ASSESSMENT AND MANAGEMENT

The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of staff to which they are exposed whilst at work, and any others who may be affected by their undertaking.

Risk Assessments will be carried out in order to ensure that a healthy and safe environment is provided for staff, visitors, volunteers, members of the public and anyone else affected by LME operations.

Additional Risk Assessments will be carried out as and when required in accordance with the operations of the organisation.

All assessments are reviewed and updated regularly and reasonable adjustments will be made to policies, procedures, equipment, working practices and the working environment if deemed necessary. It is the policy of LME to eliminate risks wherever possible, but where this is not possible due to the nature of the environment or work task, safety controls will be implemented, communicated and monitored.

Staff have a duty to cooperate with the school when conducting risk assessments and for cooperating in implementing any remedial action or control measures to reduce the risk. Staff involvement and consultation will be ensured during the risk assessment process at our school.

More detail on our approach to risk assessment and management can be found in our separate, discrete policy on ‘Risk Assessment and Risk Management’.

SAFETY, SIGNS AND SIGNALS

The Health and Safety (Safety Signs and Signals) Regulations place a duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

We will ensure that, where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

SECURITY

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore, whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The Director assumes the responsibilities for school security and the School Manager takes day to day responsibility for ensuring the school site remains safe, ordering works, undertaking inspections and so on.

The two principal aspects of security in our school are the security of the premises both during school hours and out of school hours and secondly, the personal safety of staff and pupils. We will consider accessibility when assessing risk and organising our school site.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies have been considered when determining the most appropriate security measures for our school. These will be reviewed on an ongoing basis by the Leadership team.

SMOKING

The Smokefree Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free. As a result, our premises, is a strictly no smoking establishment.

SLIPS & TRIPS

The Health and Safety at Work Act requires employers to ensure the health, safety and welfare of staff and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

We recognise that good housekeeping is essential to preventing slip and trip accidents. We also recognise that access and egress, and external factors

(such as weather) can affect risks relating to slips and trips, and we will consider this in our risk assessments and management actions.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

VIOLENCE/PERSONAL SAFETY OF STAFF

The Health and Safety at Work Act places a legal duty on employers to ensure the health, safety and welfare of staff at work. The Management of Health and Safety at Work Regulations places duty on employers to consider and assess the risks to staff. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

The General risk assessment will identify and minimise the risk to staff from potentially violent persons or situations. These will be in addition to individual pupil-specific risk assessments which will highlight specific indicators, behaviours and issues affecting the likelihood and impact to of pupils becoming violent.

The nature of our work means that the likelihood of violence and aggression is high and as such the majority of our policies support and reinforce positive behaviour management.

All acts of physical abuse of violence will be recorded as incidents for review, and the leadership team will consider such data when making policy and procedural decisions across the organisation, as well as updating risks assessments and controls.

All staff will be provided with relevant training to deal with situations of conflict or violence calmly and safely. More detail can be found in the organisation's Positive Behaviour Policy.

WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations (PUWER) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- suitable for the intended use;
- safe for use;
- maintained in a safe condition;
- inspected;
- used only by people who have received adequate information instruction and training;
- accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER, the Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which staff are exposed to at work including work equipment.

We will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

We require all staff and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Pupils using the work equipment must be supervised at all times.

All work equipment, where the failure of said item could result in a significant risk of injury, is to be subject to at least an annual maintenance/inspection/testing by a competent person. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely.

WORKPLACE (HEALTH, SAFETY & WELFARE)

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their staff at work, and others who are not staff but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require LME, as employers, to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

We will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable.