



**Life Skills
Enterprises**

Health and Safety Policy

Life Skills Enterprises Health and Safety Policy

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1974 Health and Safety at Work Act

HEALTH AND SAFETY POLICY STATEMENT

Statement of Intent:

The Headteacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events)
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors
- provide adequate facilities and arrangements for welfare
- provide and maintain safe plant and safe systems of work without risks to health
- ensure safe use, handling, storage and transport of articles
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe

Section B – ORGANISATION

B1: Employer Responsibilities

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The headteacher will ensure the overall implementation of the policy.

B2: Headteacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.
- To include health and safety issues in the school improvement plan, if necessary.
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices.
- To liaise with Thanet District Council Landlords to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested.
- To ensure that adequate first aid provision is available and kept up to date.

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- To report health and safety issues to the governing body on a regular basis.
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members, but the responsibility remains with the headteacher.

B3 – Governors’ Responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will liaise with the Thanet District Council landlords and will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body will liaise with the Thanet District Council landlords and make adequate provision for maintenance of the school premises and equipment.
- The governing body will liaise with the Thanet District Council landlords and support/monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: Andrew Lamont
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B4 – Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the headteacher or their line manager.

B5 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a regular item on all staff meeting agendas.
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B6 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found in the main reception office
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff.
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B7 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Headteacher.
- Training will be identified, arranged and monitored by the Headteacher and the governing body.
- Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is: Headteacher
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B8: Monitoring

- The headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The Headteacher is responsible for investigating accidents.
- The Headteacher is responsible for investigating work-related causes of sickness and absences.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The Headteacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body, the landlords and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- The Headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Classroom Safety Risk Assessments: Are completed using the Bright Safe Portal and submitted to the Headteacher for approval.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.
- All visitors shall be made aware of the schools' safeguarding procedures.

C3: Fire and Emergency Procedures

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

☐ **Names of fire wardens**

Paul Barrett
Craig Kelly
Colin Lawton

- Emergency evacuation will be practiced three times a year and a record will be kept:

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A record will be kept by: Headteacher

Kent Fire and Rescue will be contacted by:

Headteacher

- Regular testing of fire alarms will occur on:

Tests are to be carried out: 3 times annually
Name of tester: Assistant Head

- The fire logbook will be kept:

In the school office

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

Name of Responsible Person for Fire Safety: Paul Barret and Craig Kelly

C5: Maintenance of Fire Precautions:

The Headteacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

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C7: First Aid Arrangements

The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

A list of first aiders and contact details can be found in various areas around the school site. Paul Barrett is responsible for ensuring lists are updated.

- The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located at: Medical Room near Secret Jungle and Medical/ Pastoral Room.

- A first aid risk assessment will be carried out by the Headteacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records.
- HS157, HS160, F2508.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school.

HSE Contact Details: Incident Contact Centre

www.hse.gov.uk

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Technology

- The Headteacher will ensure that suitable arrangements are in place for the use of information technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school in liaison with the Thanet District Council Landlords will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as medical accommodation and indoor temperatures.

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C10: Safe Handling and Use of Substances

- The Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The Headteacher in liaison with the Thanet District Council Landlords will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors and the Headteacher using the checklists.

D1: Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer Gas pipework, appliances and flues are regularly maintained All rooms with gas appliances are checked to ensure that they have adequate ventilation

D2: Legionella

- The risks from legionella are mitigated by the following: Controls and temperature checks, no water tanks in school, instant heating of water, disinfection of shower, where necessary.
- Checks to be carried out during the school holidays by the caretaker. The monitoring is to be carried out on a system called 'Culture Safety' which is overseen by the Assistant Headteacher.

D3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- There will be a record sheet that can be used 'Self Awareness Record Sheet' ASR/1612/DJ located in the SLT office for termly monitoring by the caretaker when school opens.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe A record is kept of the location of asbestos that has been found on the school site

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D4: Equipment

- All equipment is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

D5: Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to Craig Kelly & safety coordinator immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolators' switches are clearly marked to identify their machine. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person. The caretaker will be responsible for monitoring electrical equipment.

D6: Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician.

D7: Specialist Equipment

- Parents are responsible for the maintenance and safety of their children's specialist equipment, such as wheelchairs. In school, staff promote the responsible use of specialist equipment.

D8: Lone Working

Lone working may include:

Late working

Home or site visits Admin Assistant duties (locking up)

Site cleaning duties

Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

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D9: Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

Students are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using ladders

Contractors are expected to provide their own ladders for working at height

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. Access to high levels, such as roofs, is only permitted by trained persons

D10: Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available in school if necessary, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear. When lifting, bend your knees and keep your back straight, feet apart and angled out.

Ensure the load is held close to the body and firmly.

Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

D11: Off-site visits

When taking students off the school premises, we will ensure that: Risk assessments will be completed where off-site visits and activities require them. All off-site visits are appropriately staffed. Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details. There will always be at least one first aider on school trips and visits.

D12: Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Principal Head immediately. This applies to violence from students, visitors or other staff.

D13: Smoking

Smoking is not permitted anywhere on the school premises.

D14: Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable. In addition to this, when required, more specific safety measures, in response to risk assessments (such as that related to Covid-19) will be updated regularly on the school's website in line with current issues and ongoing changes.

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D15.1 Handwashing

Wash hands with liquid soap and warm water, and dry with hand driers where supplied and paper towels Always wash hands after using the toilet, before eating or handling food, and after handling animals Cover all cuts and abrasions with waterproof dressings

D15.2 Coughing and sneezing

Cover mouth and nose with a tissue Place tissue in bins provided Wash hands after using or disposing of tissues Spitting is discouraged

D15.3 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, soiled clothing)

Wear goggles if there is a risk of splashing to the face Use the correct personal protective equipment when handling cleaning chemicals

D15.4 Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly

D15.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions.

Ensure it is effective against bacteria and viruses and suitable for use on the affected surface Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

D15.6 Clinical Waste

Always segregate domestic and clinical waste, in accordance with local policy

Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

D15.7 Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from students

Supervise students when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

D16.1 Accident reporting

The accident book will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

The accident book is in the school reception.

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record

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Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

D16.2 Reporting to the Health and Safety Executive

The Principal Head will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal Head will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death Specified injuries. These are: Fractures, other than to fingers, thumbs and toes
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done.
- Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Links with other policies This health and safety policy links to the following policies:

First Aid

Risk assessment

Accessibility plan

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DRAFT