



## **Health and Safety Policy**

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**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

## Key Contacts

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# Introduction

Cairn Education complies with the requirements of:

- Health and Safety at Work Act 1974
- Education Act 2002
- DfE Health and safety: responsibilities and duties for schools 2018

This policy should be read in conjunction with Cairn Education's Child and Vulnerable Young Adults Protection Policy and Procedure, First Aid Policy, Anti-bullying Policy, Health and Safety on Educational Visits and offsite activities, Code of Conduct, Behaviour and Discipline Policy and Fire Safety Policy.

## Scope

This Health and Safety Policy applies to all staff, whether fixed-term, part-time or temporary, voluntary staff, helpers, students and those who visit Cairn Education or may otherwise be affected by Cairn Education's operation.

## Purpose of policy

Cairn Education takes health and safety issues seriously and is committed to protecting the health and safety of its staff, students and all those affected by its business activities and attending its premises. This policy is intended to help Cairn Education achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This is a statement of policy only and does not form part of a contract of employment. This policy may be amended at any time by the Cairn Education in its absolute discretion. Cairn Education will review this policy at regular intervals to ensure that it is achieving its aims effectively.

## Policy aims:

### **Through the operation of this policy Cairn Education aims:**

- To ensure compliance with legal obligations regarding the health and safety of all staff, students and visitors to Cairn Education.
- Provide a healthy and safe environment both onsite and during offsite activities.
- Minimise the potential for injury and damage to property
- Implement the general aims of Cairn Education
- Help students develop increasing responsibility for their own and others' safety.
- Maintain and drive a positive safety culture among all staff and pupils throughout Cairn Education.

- To encourage the reporting of health and safety concerns.

## Policy Statement

Cairn Education will, so far as is reasonably practicable, achieve the Policy aims by:

- Maintaining a safe and healthy environment whilst delivering its services both onsite and offsite.
- Provide and maintain a safe premises (including access to and egress from the site).
- Ensure there is effective rolling maintenance program and maintenance log.
- The provision and maintenance of safe plant and equipment which is fit for its intended use.
- Ensure the safe handling, storage and use of articles and substances.
- Ensure all staff are competent to do their tasks.
- Maintain safe working procedures among staff and students.
- Providing appropriate information, instruction and supervision for staff and pupils.
- Provide staff and students with adequate health and safety training.
- Co-operating with safety representatives and providing them with such facilities and training as required.
- Consulting with staff and pupils on matters affecting their health and safety.
- Preventing accidents, work related ill-health and damage to property.
- Formulating effective procedures for us in case of fire and/ or the need for emergency evacuation of the site.
- Formulating effective procedures following an accident or incident which could give rise to personal injury.
- Publishing this policy and an easy read version for all staff and students of Cairn Education.
- Reviewing and revising the policy as necessary and at regular intervals (at least annually) to reflect any changes in legislation.
- Ensuring that an effective management structure and arrangements are in place for delivering this Policy.

## Roles and Responsibilities

1. The board of directors of Cairn Education has overall responsibility for health and safety and has appointed Head of Therapy as the Health and Safety Officer with day-to-day responsibility for health and safety matters.
2. Any concerns about health and safety matters should be notified to the Health and Safety Officer.
3. Overall and final responsibility for the health and safety of students and others using Cairn Education premises rests with the Health and Safety officer (Rachael Thompson), who is responsible for ensuring that the Cairn Educations policies and procedures comply with relevant legislation, regulation and guidance.

### Health and Safety Officers responsibilities

#### Policy and Systems

4. The Health and Safety Officer is responsible for the planning, dissemination, and implementation of the Policy.
5. The Health and Safety Officer will ensure that she is familiar with current Regulations, Codes of Practice and Guidance appropriate to Cairn Educations services and to this Policy.
6. The Health and Safety Officer will obtain appropriate advice on health and safety issues and engage external specialist(s) if necessary.
7. The Health and Safety Officer will monitor health and safety management systems on site and those for off-site visits and activities and will conduct and/or arrange periodic reviews and safety audits.
8. The Health and Safety Officer will ensure that there are safe working practices and procedures in place throughout the provision and that suitable and sufficient risk assessments are undertaken where required.
9. The Health and Safety Officer will review the Policy at least annually and will ensure compliance with any advice given by regulators and any enforcement action taken.
10. The Health and Safety Officer will review the entries in Cairn Educations accident book(s) and the accident report forms after each accident that is logged.
11. The Health and Safety Officer will review the entries in Cairn Education incident log and the incident report after each incident has been logged.

12. The Health and Safety Officer will co-ordinate the investigations of any accident, or incident where personal injury could have arisen, or work-related ill-health absence and is responsible for taking appropriate action.
13. The Health and Safety Officer is responsible for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.
14. The Health and Safety Officer will undertake regular inspections of the site with a view to identifying and addressing actual and potential hazards.
15. The Health and Safety Officer is responsible for ensuring that all relevant persons are informed about the assessments and that appropriate control measures are implemented where necessary.
16. Risk assessments will be reviewed regularly, when the activity, equipment or substance changes or when appropriate (including after any significant accident or incident or significant change to Premises).
17. It is the responsibility of the Health and Safety Officer to ensure that the contractor is fully briefed on the safety aspects of the job in question and satisfactorily supervised.

## Premises/ Equipment/ Plant

18. The Health and Safety Officer will ensure the health, safety and welfare of staff, students and others using Cairn Education premises, machinery and equipment or on off-site visits.
19. The Health and Safety Officer will also ensure that any defects in premises, plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
20. The Health and Safety Officer will ensure there are safe entry and exit arrangements, including during an emergency situation.
21. The Health and Safety Officer will maintain safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
22. The Health and Safety Officer will ensure that she is aware of all contracts and/or third parties entering the premise to undertake maintenance, service or works contracts and that all works by contractors are planned and executed safely.
23. The Health and Safety Officer will check the safety implications of new plant and equipment before it is purchased and utilized, and where appropriate should obtain operating and maintenance instructions and any available assessment of safety implications.

24. The Health and Safety Officer will ensure that no machine will be operated without all safety guards and devices properly fitted and operating, except for adjustment, repairs and testing purposes by qualified members of staff.
25. The Health and Safety Officer will ensure that no machine will be operated without all safety guards and devices properly fitted and operating, except for adjustment, repairs and testing purposes by qualified members of staff.
26. The Health and Safety Officer will be responsible for identifying all premises, plant and equipment needing maintenance, for ensuring effective maintenance procedures are drawn up and for ensuring that all appropriate maintenance is implemented, which includes regular PAT testing.

## Display screens

27. The Health and Safety Officer will provide staff and students with information and guidance on the safe use of display screen equipment and ensure that staff can take appropriate breaks from screens if they utilise them for prolonged periods of time.
28. The Health and Safety Officer will arrange for work station assessments for staff who use computers for prolonged periods of time.

## Manual handling

29. The Health and Safety Officer will monitor activities and practices and wherever possible try to minimise or avoid the need for manual handling where there is a risk of injury.

## Substances

30. The Health and Safety Officer will be responsible for providing safe arrangements for the use, handling, storage and transport of articles and substances.
31. The Health and Safety Officer will keep a register of known asbestos material within the premises (if any) and will seek specialist advice on asbestos-related issues whenever necessary.
32. The Health and Safety Officer will monitor procedures to ensure all staff, visitors and students will be advised of hazardous materials to be used by them and any policies relating to their use and will be given suitable training in their safe use, storage and handling as appropriate.
33. The Health and Safety Officer is responsible for the implementation of effective health and safety management arrangements and for ensuring that appropriate risk assessments of any activity, premises, equipment or substance presenting a significant risk of injury or harm are undertaken. Risk assessments are to include assessments of substances hazardous to health.
34. The Health and Safety Officer will monitor the use of hazardous substances at work ensuring that hazardous substances are avoided where possible and less hazardous alternatives will be used where available.



35. The Health and Safety Officer will ensure that training on the control of substances hazardous to health (COSHH) will be provided where required.

## Staff and Students

36. The Health and Safety officer will identify the training needs of staff and students and ensure that all members of staff and students who have training needs receive adequate and appropriate instruction on health and safety. This will include but not be limited to:
- i. manual handling;
  - ii. control of substances hazardous to health (COSHH);
  - iii. electrical safety;
37. The Health and Safety Officer will discipline those members of staff and students who consistently and / or significantly fail to consider their own well-being or the health and safety of others.
38. The Health and Safety Officer will consult with members of staff, including safety representatives, on health and safety issues and will encourage staff, pupils and others to promote health and safety. Ensuring that effective communication supports the identification of health and safety risks and helps to find ways to manage or overcome them.

## Epidemic or pandemic alert

39. If an epidemic or pandemic alert is issued the Health and Safety Officer will be responsible for: providing instructions, arrangements, and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

## Staff responsibilities

### Conduct

40. All staff must take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
41. All staff must ensure that they are familiar with the contents of this policy, any particular arrangements in their specialist area and of the health and safety aspects of their work generally.
42. All staff must co-operate with the Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements.
43. All staff must keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.

- 44. All staff must keep the workplace tidy and hazard-free.
- 45. All staff must exercise effective supervision over those for whom they are responsible (whether in class or in Cairn Education grounds, before-class, break, lunch and after-class times and on official offsite visits and activities). Including visitors on site and ensure that visitors are not left unaccompanied and/or permitted to have unescorted contact with students without the express permission of the directors.
- 46. All staff must not interfere with or misuse anything provided to safeguard health and safety.
- 47. All students must observe standards of dress consistent with safety and/or hygiene.

## Reporting

- 48. All staff must report all health and safety concerns to the Health and Safety Officer promptly (Our director of Cairn Education in the instance that the Health and Safety Officer is not available), including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem.
- 49. All staff must co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.
- 50. All staff must report any defects in tools, equipment or facilities and any actual or potential hazards to the Health and Safety Officer and introduce procedures to minimise the possibility of mishaps.
- 51. All staff must ensure that classrooms, general accommodation and vehicles which they are using are kept tidy and report any defects to the Health and Safety Officer.
- 52. All staff must ensure that any accidents or incidents which could have resulted in personal injury are reported to the Health and Safety Officer.
- 53. All staff must report those who consistently and/or significantly fail to consider their own wellbeing or the health and safety of others to the Health and Safety Officer.
- 54. All staff must assist in the investigation of any accident or incident where personal injury could have arisen and take appropriate corrective action.
- 55. All staff must report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety of equipment;
  - a. ensure that health and safety equipment is not interfered with; and
  - b. not attempt to repair equipment unless suitably trained and authorised.

56. All staff must promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation.

## Use of tools/machinery/ equipment

57. All staff must provide appropriate protective clothing and safety equipment as necessary for supporting staff and students and provide guidance on their use and ensure that these are used as required.
58. All staff must comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
59. All staff must ensure that toxic, hazardous and highly flammable substances in their specialist area are correctly used.
60. All staff must use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
61. All staff must ensure that all plant, machinery and equipment is adequately guarded and in good working order before use (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.

## Substances

62. All staff should ensure that the use of hazardous substances at work is avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.
63. All staff will ensure that hazardous substances are locked away after use.

## Display Screens

64. Staff who use a computer for prolonged periods of time should try, where possible, to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the Health and Safety Officer. The Health and Safety Officer will then provide you with more details and make arrangements if you would like to proceed. Guidance on the use of display screen equipment can also be obtained from the Health and Safety Officer.

## Manual Handling

65. Staff should avoid manual handling wherever possible.

- 66. Staff should follow guidance and rules on manual handling and follow procedures that they are trained in.
- 67. If there is a need to move an object or item outside of the conditions that they have been trained in staff must report the issue to the Health and Safety Officer who will advise on the safest course of action.

## All Students

- 68. All students must co-operate with the Health and Safety Officer, teaching and administrative staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- 69. All students must take reasonable care for their own health and safety and that of others at Cairn Education.
- 70. All students must observe standards of dress consistent with safety and/or hygiene.
- 71. All students must use and not misuse, neglect or interfere with anything provided to safeguard their health and safety.
- 72. All students must report all health and safety concerns to a member of staff.

## Visitors and other users of Cairn Education premises (including contractors, delivery people)

- 73. All visitors must observe the Cairn Education's Health and Safety rules.
- 74. All visitors must ensure that they report to Reception where their identity will be checked, a signature entered in the Visitors' Book, Safeguarding Pocket Guide read; and a Visitor Lanyard - to be worn at all times during the visit - issued. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by one of the Directors of Cairn Education.
- 75. All visitors must ensure that they are familiar with Cairn Education's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the assembly point, the playing field by the first set of goal posts.
- 76. All contractors will be selected and managed in accordance with the HSE Guidance Use of Contractors: A Joint Responsibility and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2004.

77. All contractors who work at Cairn Education premises are required to comply fully with the provisions of this Policy. Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using Cairn Education premises.

## Non-compliance with health and safety rules

78. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

## References

- Health and Safety at Work Act 1974
- Education Act 2002
- DfE Health and safety: responsibilities and duties for schools 2018