



Health and Safety Statement of Intent

Date:	Review Period*:	Reviewed by:	Authorised by*:	Next Review Date:
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Approval Period: Annually*

* Unless there are changes in the law or circumstances in which case the policy and/or documents shall be revised accordingly

Approval Level Required: Governing Body or individual Governor

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Linked Policies:

- Risk Assessment Policy
- First Aid Policy
- Employee Handbook

Contents

Purpose:

Supreme Education aims to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, clients, students, general public and others whilst working and studying on its premises and outside those premises on associated activities. Supreme Education will comply with its duties towards employees under the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, so far as is reasonably practicable.

Policy:

1. Rationale
2. Aim
3. Roles and Responsibilities
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1. Rationale

The Health and Safety of our pupils, employees, contractors, suppliers, and the public is a top priority at Supreme Education. To ensure the continuity of standards, Supreme Education maintains a H&S system with integral monitoring. Through this, the following objectives are met:

- Management and Responsibility - Health & Safety is an integral part of our operations and practices;
- Continual Improvement - we monitor and measure our progress by specified indicators, we promote actions to increase the awareness of the need for good H&S practices;
- Control and Auditing - our procedures are assessed for their H&S risks. We periodically audit our practices to assess performance and ensure compliance;
- Communication of Risks - we openly communicate and provide information on our H&S performance to all our stakeholders;

Essential to obtaining these objectives is training and awareness building which is performed at all levels within Supreme Education.

2. Aim

- Create and maintain a positive Health and Safety culture throughout Supreme Education, with a goal of reducing accidents and ill-health to the lowest achievable level.
- Staff at all levels will consider Health and Safety issues, knowing that it is cost effective and efficient to do so.
- Arrangements will be made to continually assess risks so that appropriate management systems are implemented to eliminate or minimise them.
- Recognise that the health of employees directly affects their ability to fulfil the requirements of their job, especially when they are to work in hazardous locations.
- Ensure that all employees are aware of their personal responsibilities, the standards to be achieved and working methods to be followed.
- Active participation of employees in seeking to improve Health and Safety performance will be encouraged and supported.
- When specifying purchases, schemes of management and new working methods, account will be taken of the Health and Safety implications at the earliest opportunity.
- Contractors intending to work for Supreme Education will be evaluated as to their competence before selection, are required to achieve performance standards which take account of Supreme Education Health and Safety Policy, and their performance is adequately monitored and reviewed whilst work is in progress.
- Regularly monitor and review working practices, accidents and incidents in order that standards can be maintained, and remedial action taken when feasible.
- Incorporate Health and Safety arrangements into all change management programmes.

3. Roles and responsibilities

Directors and Proprietors:

The directors and proprietors - from a strategic perspective and the facilities manager - from a tactical perspective are primarily responsible for overall operational Health and Safety within their schools and take responsibility for overall risk management within their schools. They will monitor the Health and Safety Policy on a regular basis. They will be kept apprised of Health and Safety matters to ensure that sufficient resources are available to provide any Health and Safety equipment, personal protective equipment, and training where appropriate. Moreover, information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

Contractors working within Supreme Education premises are assessed to ensure that they have suitable and adequate Health and Safety policies and arrangements (RAMS) in place to provide safe working practices and control of all significant hazards that may be introduced by their work. The facilities manager is also responsible for ensuring the obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment, first aid and fire safety, working at height (use of kick stools, ladders, steps, etc.), driving (driving as part of business duties), lone working (e.g. opening and closing premises), Control of Substances Hazardous to Health (CoSHH) e.g. cleaners, electrical safety (e.g. periodic inspections of fixed mains, Portable electrical testing, etc), Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Provision and Use of Work Equipment Regulations 1998 (PUWER) are met by School staff which includes:

- All employees are fully conversant with Supreme Education Health and Safety Policy;
- All employees under their supervision are adequately trained and fully aware of all hazards within their working area;
- All employees under their supervision know what to do in case of fire and the location of the fire point allocated to them;
- Adequate fire precautions and emergency procedures (including lockdown procedures) are developed & maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction & training
- All new employees undertake an induction and fully understand details outlined in Induction training documents, and that signed papers are kept for reference;
- They will at all times co-operate fully with the Head of Estates and the Health and Safety Manager to ensure that requirements of Supreme Education Health and Safety Policy are upheld;
- All employees under their supervision wear and use the correct personal protective equipment;
- Accident report forms for all accidents are completed and processed accordingly with suitable measures implemented to prevent recurrence following investigation;
- All guards and safety devices are always fitted properly, adjusted, and maintained, and those employees under their supervision are aware and understand the need for such guards and safety devices;
- They or a representative (with permission from the chair of the meeting) shall attend the termly Health and Safety Meetings and are copied with the minutes of that meeting;
- Good housekeeping is maintained within work sections under the control at all times; Adequate time is given to employees under their supervision for training and risk assessment in Heads of Departments matters; Risk Assessments are undertaken for all tasks and activities, and they are reviewed periodically

- or when circumstances change
- Undertake regular weekly inspections of site safety and statutory compliance;
 - Demonstrate, by their conduct, a pro-active approach to Health and Safety issues to ensure a positive culture is maintained;
 - Having available on view / easy access, risk assessments applicable to their work area and process;

Senior and Middle Leaders:

Heads of Departments and line managers responsibilities for the Health and Safety of people and places over which they have any degree of control. This includes the Senior leaders/Departmental Leads, Senior Premises Officer, and Clerical Managers/Supervisors. They must:

- Familiarise themselves with Supreme Education Health and Safety Policy;
- Carry out risk assessments for areas under their control and review periodically
- Bring to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- Review risk assessments annually;
- Ensure that risk assessments are undertaken on any new or proposed activities or processes;
- Ensure that all employees under their control are aware of the fire procedures and first aid facilities; E.g., who is the trained first aider, location of nearest kits, etc;
- Conduct routine safety checks in those areas under their control and provide Business Managers with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken;
- Ensure that safety devices are fitted, properly adjusted and maintained if defects are identified during site inspections;
- Check that tests, inspections and maintenance are carried out;
- Ensure that suitable written records are kept and maintained of such inspections;
- Ensure good housekeeping standards are maintained;
- Ensure that staff understand that injuries, equipment damage, and material wastage not only have a Health and Safety implication, but that the commercial aspect of such occurrences has a direct effect on the capabilities of Supreme Education;
- Ensure that all visitors, staff and contractors are aware of first aid and fire procedures;
- Complete accident reports for all accidents involving injury, damage or lost time.
- Ensure and encourage reports to be completed as soon as possible after the incident;
- Ensure that the provision of sufficient, information instruction, training and supervision is provided to enable all employees and pupils to ensure the safety and health of all persons so far as is reasonably practicable.;
- Ensure that all visitors are made aware and comply with all aspects of the local Health Safety rules, best practice and guidance;

Teachers, Support Staff and Admin Staff:

Class Teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time;
- Give clear oral and written Health and Safety instructions and warnings to students as often as necessary;
- Ensure the use of personal protective equipment and guards where necessary;
- Make recommendations to their line managers on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education;
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the school without authorisation; Any items brought onto site must have the appropriate checks e.g., Portable electrical appliance testing;
- Regularly check their classrooms for potential hazards and report any observed to facilities staff via email.

Contractors and Visitors:

Supreme Education requires the prospective service providers (Contractors) to furnish adequate and appropriate information to indicate their competence to perform the work safely and without risks to health. This includes a DBS certificate, proof of identification, for example: passport, driving licence, biometric residence card, national identity card. This may, for example, require the prospective service provider to provide proof of insurance, method statement, supporting risk assessments, certifications of competence of their employees and/or certifications of plant/equipment to be used in the execution of the contract.

Employees of selected service providers (Contractors) are expected to arrive at site with the personal protective equipment and clothing necessary to protect them both from risks arising out of their own activities and ours. Failure to provide such equipment may result in the contractor being refused entry onto the site. Contractors must be met by a designated employee. This person is responsible for ensuring that the Contractors are provided with the information and instruction necessary to protect them from the risks arising out of our activities.

Visitors are to adhere to the same terms and conditions as contractors. Visitors who do not possess a DBS (physical code) along with physical identification may be refused entry. Entry may be granted if visitors were coupled with a member of staff throughout their journey. This member of staff will be responsible for safeguarding those on site and will act in an appropriate manner to ensure the safeguarding is upheld.

All Contractors and visitors need to register upon ingress and egress of the site. Registration captures important details and allows access to the site. This registration is in line with the fire and evacuation procedure.

4. General Procedures for staff

All employees should ensure that they use any equipment provided in accordance with the training and instruction that they have received, inform their supervisor about any serious defect or imminent danger, and report any shortcomings that they see in the protection arrangements.

All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to cooperate with management and to follow Supreme Education's procedures to report any incidents that have or may have led to injury or damage.

Reporting Accidents

- In the event of an accident-causing injury, you must ensure that the injured person is being cared for and sent immediately for a First Aider.
- Report the full details to the designated admin staff who will record the incident onto the online Incident form (assigned position). The facilities staff member and Director will regularly inspect the records. The accident will be reported as and when necessary, via Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Any 'near miss' incident that occurs should also be reported to the line manager who will be responsible for making a report to the designated admin staff.
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- The Line Manager and/or facilities staff member will formulate a report and will ensure that the necessary action is taken to prevent recurrence and will investigate all accidents;
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- Keep the Director apprised of any requirements required to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);

First Aiders:

Under the Health and Safety (First Aid) Regulations 1981 school staff may be asked to undertake first aid tasks but are only required to do so. If they have undertaken the necessary first aid training. Each individual school is responsible for appointing volunteer First Aiders

The appointed person(s) for Supreme Education, as defined under the Health and Safety (First Aid) Regulations 1981 will;

- Ensure that first aid facilities and equipment are readily available;
- Ensure that contents of first aid box are replenished when necessary or at regular intervals to comply with current legislation;
- Render first aid in accordance with their training First Aid at Work: The Health and Safety (First Aid) Regulations 1981
- Ensure that all accidents are recorded within the MIS system;

Security:

All key holders will be responsible for ensuring that all windows and doors in their immediate working area are properly secured against possible unauthorised entry before they leave the premises at the end of the working day.

Protective Equipment:

All equipment should be subject to pre-use checks in addition to formal inspections for condition and defects to ensure that they are fit for purpose.

It is Supreme Education's policy to provide protective equipment as referred to within the relevant Risk Assessments, COSHH Assessments and Safe Systems of Work, and other aids to ensure the Health and Safety of employees. PPE must be used for the purposes for which they are provided (see associated procedures).

Electrical equipment:

Electrical equipment is normally safe, provided it is professionally installed and regularly inspected.

Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, damaged cables, flexes, plugs and sockets. The overloading of circuits and fuses, etc. would make the shock more severe. Therefore, you should:

- NEVER touch electrical equipment with wet hands; or move any portable electrical equipment without disconnecting it from the mains, or make electrical repairs or do other electrical work unless you are an authorised person;
- KEEP electrical supply cables and flexes away from wet areas or from where they will be damaged by being walked over or knocked when moving equipment about;
- ALWAYS switch off all equipment when not required, unless continuous operation is necessary; disconnect electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary and/or instructed otherwise; report defective equipment to the facilities staff member.

Safe Handling and Storage:

- All materials, products, equipment and debris should be stored in a manner that does not create or cause a hazard;
- Safe passage should not be hampered or hindered;
- Materials and products etc. shall be kept away from doorways and fire exits;
- Materials and products, when being stored should not be allowed to build up to great height thereby becoming unstable;
- Materials when not being used should be secure at all times.
- No hazardous products shall be stored above waist height and no liquids or heavy goods should be stored above head height.

Manual Handling and Lifting:

Manual Handling operations undertaken by our employees are subject to assessment under the Manual Handling Operations Regulations. Employees who are required to carry out Manual Handling and Lifting operations as a regular part of their work are given basic training in correct lifting and handling techniques.

Employees likely to carry out, or work near, any heavy lifting are issued with safety footwear to be always worn when there is a risk of injury as a result of a falling load.

Any employee suffering from an acute injury or long-term ill health condition (whether due to work or any other cause), likely to be aggravated by Manual Handling or Lifting, must report this condition immediately to his/her Business Manager or relevant Line Manager.

Employees are expected to follow these techniques and any failure to do so will result in disciplinary action.

5. Auditing and Tracking

Employees are reminded that they have a duty to report immediately to their facilities staff member or relevant Line Manager of any defect or safety concern of which they become aware. We will review our safety performance on a regular basis and draw upon all available information to establish plans for ongoing legislative compliance and improved Health and Safety risk control.

Risk Assessment:

We recognise that risk assessments are the most important part of effective Health and Safety management. Risk assessments help us to prevent accidents and ill health by considering the hazards that exist and how we manage them. From these assessments, we can develop safe systems and methods of work and ways to prevent problems occurring. The objectives of risk assessments are to formulate a system of control for hazards associated with the daily working environment and working practices.

Risk assessments will take account of the latest advice & guidance published by the Government, Department for Education (DfE) and the World Health Organisation (WHO) which is based on scientific evidence.

Risk Assessments will be recorded, reviewed and revised as necessary to accommodate any changes in the methods of work, plant, equipment, material or changes in the working environment. Copies of Risk Assessments shall be made available in each process.

It is our policy to:

- Carry out suitable and sufficient risk assessments of our activities;
- Identify and carry out those specific risk assessments we are legally required to carry out;
- Carry out detailed risk assessments on hazardous activities;

- Implement the control measures and further actions required to reduce risk identified in the assessments;
- Bring the significant findings of the risk assessments to the attention of those affected;
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date;
- Train staff on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.

Monitoring and Evaluation:

Proactive Health and Safety monitoring is a line management function. Health and Safety performance is formally measured during Manager and Director inspections in accordance with Supreme Education Health and Safety policies. Reactive measurement is by Managers and Directors implementing the Health and Safety policies for accident/incident reporting and investigation. In addition, Supreme Education measures performance by audit, inspection and through accident/incident reporting and investigation.

Health and Safety Performance:

This is monitored by termly reports to the Health and Safety Forums for each of the schools. A report is drawn up and reviewed at each Forum.

Performance Review:

Supreme Education retains the services of an external Health and Safety compliance company to provide health and safety advice and review compliance. Performance is reviewed and reported at Executive meetings on a formal and regular basis. Performance is measured against Health and Safety performance indicators and targets, and in terms of the achievement of health and safety action plans. Opportunities are sought for credible and suitable benchmarking.