



Health and Safety Policy
Policy for Alternative Provision Providers used by
County Durham Schools

Reviewed:	Reviewed By:	
	Name:	Signature:
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December 2023	John Southeran / Kim Turnbull	<i>J Southeran / K Turnbull</i>
December 2024	John Southeran / Kim Turnbull	

Introduction

The health, safety, and welfare of all the people that work, learn, and visit Education Plus is of fundamental importance.

This health and safety policy operates in partnership with our other relevant documentation including:

Attendance Policy
Behaviour Management Policy
Child Protection Policy
Complaints Policy
Data Protection Policy
Safer Recruitment Policy
Drug and Alcohol Misuse Policy
Equality and Diversity Policy
Pastoral Care Policy
Physical Intervention and Restraint Policy
Smoking Policy
Medical Policy
Whistle Blowing Policy
Safeguarding and Child Protection Policy
Single Central Record
E-safety and Cyber Bullying Policy
Staff Training / CPD programme

Aim of the policy

We aim to provide a safe, secure, and pleasant environment for everyone, where people are safe and supported to fulfil their potential.

The Leadership Team at Education Plus recognise its responsibility as an employer under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for the teaching and support staff, the pupils and other people who come onto the premises. The Leadership Team will take all reasonably practicable steps within their power to fulfil this responsibility. The Leadership Team also work in partnership with schools/LAs to ensure the highest standard of practice. When required the Leadership Team will seek Health & Safety advice from external agencies.

Education Plus will ensure that risk assessments are conducted, recorded, and implemented to guarantee, so far as is reasonably practicable, the provision and maintenance of:

- safe premises, plant, and systems of work
- safe methods of using, handling, storing, and transporting of articles and substances
- suitable and sufficient information, instruction, training, and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work
- a safe working environment with adequate arrangements for the welfare of employees and safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees and the relevant safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Leadership Team in fulfilling our statutory duties.

The Leadership Team will review this policy statement periodically and update, modify, or amend as required to ensure the health, safety and welfare of staff, pupils and others.

Organisational Responsibilities

The Leadership Team

- The Leadership Team has responsibility for ensuring the health, safety and welfare of staff, pupils, and others.
- The Leadership Team is proactive regarding health and safety, risk management, reviewing current practice and implementing best practice.
- The Leadership Team ensure all staff are aware of their Health and Safety responsibilities, this is supported through effective leadership, communication, and training.
- The Leadership Team works in partnership with LA representatives and partnership schools, to ensure the highest levels of Health and Safety.

Employees

All employees and visitors have a responsibility to:

- observe the health & safety policy and procedures in school
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- observe and adhere to Education Plus's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use
- make use of safety aids, appliances, equipment, and protective clothing provided
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities
- do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation
- familiarise themselves with the action to take in the event of fire or another emergency

- seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school
- undertake the annual completion of Hazard and Training profiles

Pupils

Pupils at Education Plus are educated in the importance of Health and Safety; implications of inappropriate actions are highlighted, and pupils are encouraged to play their part in creating a safe learning environment. Education Plus use curriculum opportunities to teach the students about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful, and healthy lives.

Contractors

- Contractors must abide by Education Plus's health and safety policy and not endanger pupils, staff, or other visitors to the site.
- The Leadership Team is responsible for the coordination of contractors' activities on site.
- The Leadership Team must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises.
- All contractors must report to the Leadership before any work takes place and prior to each working session. The Leadership should then inform the contractor of any conditions which may affect their safety and that of others.

Health & Safety Procedures

The following health & safety procedures form a part of the staff CPD programme.

Accident/incident/ill-health reporting
 Asbestos
 Biological Hazards including infected sharps
 Display Screen Equipment/Workstation Equipment
 Electrical Safety
 Fire Safety
 First Aid
 Food Safety
 Hazardous Substances (COSHH)
 Induction
 Lifting Operations & Lifting Equipment
 Lone Working
 Moving & Handling (Objects)
 Moving & Handling (Pupils)
 New & Expectant Mothers
 Noise at Work
 Personal Protective Equipment (PPE)
 Traffic Management

Violence and Aggression
Work Equipment
Work at Height
Workplace (Health, Safety & Welfare)

Education Plus uses the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work Act 1974 and other regulations.

School Meals

Education Plus ensures all students provided with a free nutritional breakfast and lunch, care is taken to ensure pupils with food allergies or religious requirements are given meals that are safe and in line with their personal needs.

If children choose to bring their own packed lunch, we provide them a suitable place to eat their lunch.
All students are supervised during mealtimes.

Child Protection

Mr J Southeran (Director) is the named person responsible for Child Protection and Safeguarding and Mr J Pratt (Director) is the named second responsible for Child Protection and Safeguarding.

We require all adults employed or having contact with pupils in school (e.g. staff, volunteers, contractors etc) to have been DBS checked before being allowed to interact with pupils. This includes adults accompanying educational visits.

Visitors in school

The entrance to Education Plus is controlled to prevent unauthorised access. Visitors and other users of the premises should be required to observe the health, safety, and welfare rules. In particular, parents and other volunteers helping out should be made aware of the health and safety policy applicable to them by the member of staff to whom they are assigned.

Staff should report any potentially unauthorised visitors to the Leadership Team as soon as possible. Staff should not put themselves at risk challenging intruders but should ensure pupils are moved to a place of safety.

Educational Visits and Off-Site Activities

Education Plus recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum. Education Plus will follow the Durham County Council and other professionally sought guidance on Educational Visits.

Seat belts

Our school only uses coaches and minibuses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils the law regarding child restraints is always followed without exception and relevant insurance documentation is checked.

Covid 19

Please see Covid Risk Assessment

Responsibility

Directors are responsible for communicating this policy to all stakeholders. All Directors to take a lead role in monitoring and reviewing this policy. All staff, including senior leadership, teaching and non-teaching staff, have a duty to support, uphold and implement this policy accordingly.