



TEENAGE KICKS

Engagement • Progress • Outcomes

HEALTH AND SAFETY POLICY

Approved by:	James Docherty
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Teenage Kicks Limited

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Headteacher: Mr C Valentine

1. Aims

Teenage Kicks is committed to providing and maintaining a safe and healthy environment for pupils, staff, contractors and visitors. We will manage health and safety sensibly and proportionately, maintain safe systems of work, assess significant risks, provide appropriate information and training, and keep the premises and equipment in a safe condition.

2. Legal and guidance framework

This policy has regard to current Department for Education guidance on health and safety responsibilities and duties for schools, relevant Health and Safety Executive guidance and current UK Health Security Agency guidance for education settings. Key legislation includes:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Gas Safety (Installation and Use) Regulations 1998;
- Regulatory Reform (Fire Safety) Order 2005;
- Work at Height Regulations 2005; and
- Control of Asbestos Regulations 2012.

3. Roles and responsibilities

3.1 Proprietor

The Proprietor, Colin Phillips, has overall accountability for health and safety at Teenage Kicks and must ensure that suitable arrangements, resources and competent advice are in place.

3.2 Headteacher

The Headteacher is responsible for the day-to-day implementation of this policy. This includes ensuring appropriate supervision, maintaining safe premises, arranging training, ensuring risk assessments are completed and reviewed, maintaining emergency procedures, monitoring contractors and reporting significant health and safety matters to the Proprietor. In the Headteacher's absence, responsibility will be delegated to an appropriate senior leader.

3.3 Health and Safety Officer

The nominated Health and Safety Officer is D'rell Pennant, who supports the Proprietor and Headteacher with inspections, risk management, record-keeping and follow-up actions.

3.4 Staff

All staff must take reasonable care of their own health and safety and that of others who may be affected by their actions, co-operate with the school, follow training and instructions, report hazards and defects promptly, model safe practice and understand the emergency procedures relevant to their role.

3.5 Pupils, parents/carers and visitors

Pupils, parents/carers and visitors are expected to follow reasonable health and safety instructions, behave in a way that does not place themselves or others at unnecessary risk, and report hazards or incidents to a member of staff.

3.6 Contractors

Contractors must agree site arrangements before work begins, provide suitable risk assessments and method statements where required, demonstrate appropriate competence and insurance, and comply with the school's safeguarding, access and health and safety requirements.

4. Site security and premises

Site-security arrangements, keyholding and alarm response are managed by designated staff. The premises will be inspected routinely and defects that could affect safety will be recorded, prioritised and remedied. Access to restricted, plant, electrical, server, chemical and other high-risk areas is limited to authorised persons.

5. Fire safety

Fire-safety arrangements are set out in the Fire Emergency Action Plan and fire risk assessment. Emergency routes and exits must be kept clear. The fire alarm is tested weekly on Friday at 7.45 am and evacuation drills are carried out at suitable intervals, normally at least once each term. New staff receive fire-safety information as part of induction.

The assembly point is outside the school fence at the back of the school yard. No one may re-enter the building following an evacuation until it has been declared safe by the Fire and Rescue Service or an authorised competent person where an alarm is confirmed as false.

6. Hazardous substances (COSHH)

Hazardous substances must be assessed, stored, used and disposed of in accordance with COSHH requirements and manufacturers' instructions. Hazardous products must be appropriately labelled and securely stored. Staff must have access to relevant safety information, control measures and personal protective equipment where required. Spillages and other emergencies must be dealt with using the relevant local procedure.

7. Gas, water hygiene and asbestos

7.1 Gas safety

Gas appliances, fittings and flues will be installed, serviced and repaired by Gas Safe registered engineers and maintained in accordance with legal requirements and manufacturers' instructions.

7.2 Legionella and water hygiene

A suitable and sufficient water-hygiene/legionella risk assessment will be maintained and reviewed when required, including following significant changes to the water system or building. Identified controls, such as temperature monitoring, flushing of low-use outlets, shower hygiene and remedial works, will be recorded in the water-hygiene logbook and undertaken by competent contractors or designated trained staff.

7.3 Asbestos

Where asbestos-containing materials are known or suspected to be present, an up-to-date asbestos register and management arrangements will be maintained. Relevant staff and contractors will be informed before work begins. If suspected asbestos is disturbed, work must stop and the area must be isolated until competent advice is obtained.

8. Equipment and electrical safety

Equipment and machinery will be suitable for its intended use, maintained in accordance with manufacturers' instructions and inspected where required. Staff must use equipment only where they are competent and authorised to do so. Defective equipment must be taken out of use and reported.

Electrical equipment must be used safely and visually checked by users. Inspection and testing will be carried out at appropriate intervals by competent persons. Personal electrical equipment must not be used on site without authorisation.

9. Display screen equipment

Where staff are display-screen-equipment users, the school will assess workstations, provide information and adjustments where required, encourage suitable breaks or changes of activity, and meet applicable requirements relating to eyesight tests.

10. Working at height and manual handling

Work at height must be avoided where reasonably practicable and, where it is necessary, planned, supervised and carried out using suitable equipment by competent people. Staff must not improvise access equipment. Manual-handling tasks will be avoided or reduced where reasonably practicable. Where significant manual handling remains necessary, risks will be assessed and suitable training, equipment or assistance provided.

11. Educational visits and off-site activities

Health and safety for educational visits and off-site activities is managed in accordance with the Offsite Visits and Trips Policy. Risk management must be proportionate to the activity, location, pupils involved and foreseeable hazards.

12. Infection prevention and control

Teenage Kicks will follow current UK Health Security Agency guidance for children and young people's settings, including current public-health exclusion periods and outbreak advice. Staff should promote good hand and respiratory hygiene, appropriate cleaning and safe management of bodily fluids. The school will seek advice from the local health protection team where guidance recommends this or where an outbreak or unusual pattern of illness occurs.

13. Violence, aggression and challenging behaviour

The school will assess and manage foreseeable risks of violence or aggression arising from pupil behaviour or other activities. Staff must report incidents, near misses and concerns so that support plans and risk assessments can be reviewed. Staff should follow the Improving Behaviour Policy, safeguarding arrangements and any relevant individual risk or behaviour plan.

14. Lone working

Lone working will be avoided where the risk is unacceptable. Where lone working is permitted, managers will consider the task, location, communication arrangements, access, medical or personal factors, foreseeable violence or aggression and emergency arrangements. Staff must follow any local lone-working controls.

15. New and expectant mothers and other individual needs

Where the school is notified that a worker is pregnant, has given birth within the previous six months or is breastfeeding, the relevant risk assessment will be reviewed and any necessary adjustments made. Individual health conditions, disabilities or other factors that may affect workplace risk will be considered confidentially and reasonable adjustments made where appropriate.

16. Occupational stress and wellbeing

The school recognises its duty to manage work-related stress as a health and safety issue. Staff are encouraged to raise concerns early with their line manager or another appropriate senior member of staff. Workload, role clarity, support, relationships, change and other relevant factors will be considered where concerns arise.

17. Accidents, incidents and near misses

All accidents, injuries, dangerous occurrences and significant near misses must be reported and recorded promptly using the school's reporting arrangements. Parents/carers will be informed of accidents or injuries to pupils and any first aid provided on the same day, or as soon as reasonably practicable.

The Proprietor is responsible for ensuring that reportable incidents are notified under RIDDOR. This includes specified injuries and dangerous occurrences, work-related accidents resulting in more than seven consecutive days' incapacity for a worker, and certain work-related injuries to non-workers where the person is taken directly from the scene to hospital for treatment. Reporting will be made within the statutory timescales.

Where an accident, injury or near miss indicates a safeguarding concern, the Designated Safeguarding Lead will be informed and safeguarding procedures followed.

18. Training and competence

Staff receive health and safety information and training as part of induction and refresher training where required. Additional training will be provided for higher-risk activities, equipment, hazardous substances, first aid, fire safety, manual handling or other responsibilities where competence is necessary.

19. Monitoring and review

Health and safety performance will be monitored through inspections, risk assessments, incident review, maintenance records and other appropriate checks. This policy will be reviewed at least annually and sooner where there is a significant change in legislation, guidance, premises, activities or risk.

20. Related policies and records

- Fire Emergency Action Plan
- First Aid Policy
- Risk Assessment Policy
- Children with Medical Conditions Policy
- Accessibility Plan Policy
- Improving Behaviour Policy
- Offsite Visits and Trips Policy
- Safeguarding and Child Protection Policy

Current fire, water-hygiene, asbestos, equipment-maintenance, accident and other statutory records are maintained separately and must reflect the actual premises and current competent assessments. Sample or historic records must not be treated as current site records.

Appendix 1 - Fire safety checklist

- Are escape routes and final exits clear and available?
- Are fire doors unobstructed and operating correctly?
- Are fire alarm call points and fire-safety signs visible and accessible?
- Is firefighting equipment in place, unobstructed and within inspection/service dates?
- Are staff aware of the alarm, assembly point and evacuation procedure?
- Are PEEPs or other individual evacuation arrangements current where required?
- Have the weekly alarm test and scheduled evacuation drills been recorded?

Appendix 2 - Accident/incident record minimum information

- Name and role/class of the person affected
- Date, time and location of the incident
- A factual description of what happened and any injury sustained
- Immediate action and first aid provided
- People involved or witnessing the incident
- Parent/carer notification where applicable
- Any safeguarding notification where applicable

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- Follow-up action, investigation or risk-control changes required
 - Name and signature of the person completing the record and the date

Appendix 3 - Infection exclusion guidance

The school does not reproduce a fixed infection-exclusion table in this policy because national advice changes. Staff must use the current UK Health Security Agency publication “Public health exclusion periods in children and young people’s settings” and associated health-protection guidance when deciding whether a pupil or member of staff should stay away from school and when specialist advice is required.