



Wessex Schools Training Partnership

## Health and Safety Policy

September 2022

Claire Porter September 2022 – review June 2023

### INTRODUCTION

#### Statement of Intent

Health and Safety is an important consideration for WSTP. We will take all reasonable steps to provide a safe and caring environment for students, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation. A statement of intent must be displayed in The SCITT Training Centre.

#### Legal Framework

Health and Safety in SCITT's is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE), which include:

- Health and Safety at Work etc. Act 1974
  - Workplace (Health, Safety and Welfare) Regulations 1992
  - Management of Health and Safety at Work Regulations 1999 (as amended)
  - Control of Substances Hazardous to Health Regulations 2002 (as amended)
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the Health, safety and wellbeing in the SCITT. The individuals and groups identified below are expected to have read and understood the SCITT's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

- Provide strategic direction in the importance of Health and Safety across the organisation.
- Review all reported events to make sure practice is reviewed and updated if necessary.
- Ensure Health and Safety has a high profile.
- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the SCITT.
- Ensure, as far as reasonably practicable, the Health and Safety of students, staff and volunteers on off-site visits and activities.
- Monitor and review Health and Safety.
- Endorse and support the safety policies and procedures of, and to assist WSTP to discharge those responsibilities, which it holds as an employer.
- Ensure that risk assessments are carried out within the SCITT and to ensure the assessments are reviewed following a significant change or after an incident.
- Review on an annual basis, all accidents and incidents reported to identify trends.

The Principal will:

- Develop a Health and Safety culture throughout the SCITT/Partnership.
- Day to day management of all Health and Safety matters in the SCITT in accordance with the Health and Safety policy.
- Ensure staff are aware of their responsibilities.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on Health and Safety matters to the appropriate people.
- Carrying out accident investigations.
- Draw up Health and Safety procedures appropriate for their setting.
- Ensure regular workplace inspections are carried out.
- Identifying and facilitating staff training needs.
- Ensure all new staff receive Health & Safety induction training.
- Ensure all staff receive annual Fire awareness training.
- Maintain a training record.
- Monitor effectiveness of procedures.
- The Principal will contact the WSTP Director and or Chairman immediately if an incident occurs that is of a serious nature or fatal.

WSTP Director is responsible for

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The coordination of the Health and Safety policy in their own Setting, directly responsible to the Principal for the application of the Health and Safety procedures and arrangements.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to Health and Safety.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed following a significant change or if an incident has occurred.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own Health and Safety.
- Obtain relevant advice and guidance on Health and Safety matters.

All Staff/Trainees will:

- Support the implementation of Health and Safety arrangements.

- Take reasonable care for the Health and Safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operate fully with their manager or responsible person on all matters relating to their Health and Safety at work.
- Report promptly, injury, significant near miss, incident of violence and aggression or cases of work-related ill health, following the SCITT's procedures.
- Report any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others, following SCITT procedures. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wear any protective clothing or equipment and use any safety devices that have been provided for their Health and Safety while at work.
- Observe safety rules, complying with codes of practice and Health and Safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend Health and Safety training as directed and undertake their work activities in accordance with any Health and Safety training provided to them.
- Ensure as far as is reasonably practicable that their classroom or work area is safe and tidy.

#### Volunteers

Volunteers have a responsibility to act in accordance with the SCITT's policies and procedures for Health and Safety and to report any incident or defective equipment to a member of staff immediately.

#### Contractors

All contractors under SCITT control will be appropriately selected and competent in terms of Health and Safety.

- Contractors must be made aware of and abide by the SCITT's Health and Safety policy and not endanger students, staff or other visitors to the site.
- The Caretaker will be responsible for the co-ordination of the contractors' activities on site.

The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, or by the contractor, in consultation with the Principal. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

#### Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers.

- All visitors to the SCITT/SCITT Partnership must comply with the SCITT Health and Safety policy and procedures.
- The Principal must ensure that a suitable system is implemented whereby all visitors are required to record their visit.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the School.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the SCITT's premises, the visitor must evacuate the building in accordance with the SCITT's procedure.

Persons hosting visitors including meeting arrangers must ensure:

1. Visitors are alerted to the establishment fire procedures.
2. Visitors adhere to the 'no smoking' policy.
3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
4. Visitors record time of arrival and departure in the visitor's book.
5. Where applicable visitors are provided with and wear identification badges.
6. Visitors are accompanied or authorised to enter the premises.
7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk, unless authorised.
9. Visitors report all accidents, incidents and near misses to the host.
10. Visitors wear protective clothing that is supplied, when necessary.

#### Trainees

Trainees will be reminded that they are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the Health and Safety rules of the SCITT/SCITT Partnership and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

All trainees will be made aware of this section of the policy through the SCITT Code of Conduct.

#### General Health and Safety Arrangements

The arrangements for Health and Safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

- Smoking is not permitted anywhere on the SCITT site.
- The SCITT will provide appropriate training for staff in relation to Health and Safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

#### Monitoring and Review of Health and Safety Arrangements

- The Site will have a system for reporting and recording immediate need.
- All staff will carry out monitoring on a day to day basis.
- The site manager/caretaker will monitor SCITT grounds and premises daily.

#### Equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Maintenance requirements (contracts and repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by an approved contractor.

All employees will be expected to wear the PPE when operating the equipment. The employer must carry out appropriate checks on all PPE equipment and report any faulty or worn equipment immediately.

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check.

#### Curriculum - Use of Resources

The following subjects are considered to have higher risk aspects:

- Science
- Art
- Design and Technology

- PE

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

## PE

### Clothing

All pupils will change into suitable clothing for the activity in which they will participate, details of clothing are listed in the School Uniform Policy.

PE Teachers should wear appropriate clothing for the activity.

### Jewellery

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn but must be removed for PE.

It is advisable to collect all such items prior to the lesson and store safely.

### Manual Handling

The SCITT completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

### SCITT Building Access

In order to improve safety for everyone in the SCITT, measures have been taken to restrict access into the SCITT building. Trainees must enter the SCITT via the main entrance.

Students may use their relevant classroom entrances from the playground. Visitors or late arrivals should enter via the main entrance. All visitors must report to the SCITT/SCITT office and use the signing-in system at the school, where they will be issued with a visitor's badge. All visitors must sign out when leaving the SCITT site/building.

Any adults on site who do not work in the SCITT and who are not wearing a visitor's badge must be reported to the SCITT office or the School office.

### Vehicles

Cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.

Wherever possible deliveries should be made once the students are safely in the building. Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### Fire Safety

- The SCITT will follow the Poole High School fire policy, with reference to maintenance of the equipment and fire drills.
- The SCITT office manager will also complete the role of the Fire warden.

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.  
All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

#### Evacuation Procedures

All SCITT stakeholders must follow their School evacuation procedures.

#### SCITT Hours

Monday to Friday

08:00hrs to 17:00hrs

#### Office Manager Hours

Monday to Friday

09:30hrs to 14:30hrs

#### First Aid

All SCITT stakeholders should follow the First Aid policy of their current setting.

The SCITT trained first aiders – currently listed in the main office

First Aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin First Aid boxes for SCITT journeys are stored in the main office and medical room as well as other items required to be on hand during a journey.

#### Violence

Staff should always take steps to minimise the possibility of violence in the SCITT.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

More details including procedures are detailed in the SCITT Handbooks.

#### Reporting

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the SCITT's behalf.

All accidents, illness or near misses must be recorded in the Accident and Illness Book held at the SCITT.

Where these are reportable under RIDDOR (see <http://www.hse.gov.uk/pubns/edis1.htm>) the SCITT should complete the Accident Report form. The Accident book should be regularly reviewed and reported to the Strategic Management Committee to:

- Identify where accidents seem to be part of a trend that needs to be addressed
- Whether appropriate measures could be taken to reduce either frequency or impact of such accidents

All reportable incidents will be investigated by the SCITT.

#### Critical Incidents

### Risk Assessments

Risk assessments are completed for any significant risks identified. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated / reviewed whenever there is a significant change to the activity / task / personnel / or following an accident.

### Training and records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.