

# Health and Safety Policy



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## CONFLICTS OF INTEREST POLICY

### 1. STATEMENT OF INTENT

Hatfield Wick Education aims to provide and maintain a safe and healthy environment for all learners, staff, and visitors. We are committed to establishing and maintaining safe working procedures, ensuring that our premises and equipment are regularly inspected and maintained safely, and having robust procedures in place for emergencies.

### 2. LEGISLATION

This policy is based on advice from the Department for Education on health and safety in educational settings and guidance from the Health and Safety Executive (HSE). The policy is also based on the following legislation:

- 2.1 The Health and Safety at Work etc. Act 1974
- 2.2 The Management of Health and Safety at Work Regulations 1992 and 1999
- 2.3 The Control of Substances Hazardous to Health Regulations 2002
- 2.4 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- 2.5 The Health and Safety (Display Screen Equipment) Regulations 1992
- 2.6 The Gas Safety (Installation and Use) Regulations 1998
- 2.7 The Regulatory Reform (Fire Safety) Order 2005
- 2.8 The Work at Height Regulations 2005

### 3. ROLES AND RESPONSIBILITIES

#### 3.1 Board of Directors

The Board of Directors has ultimate responsibility for health and safety matters but delegates day-to-day responsibility to the CEO. The board ensures that reasonable steps are taken to protect staff and learners from risks to their health and safety.

#### 3.2 CEO

The CEO is responsible for:

- 3.2.1 implementing the health and safety policy;
- 3.2.2 ensuring there is adequate staff supervision;
- 3.2.3 ensuring the premises are safe and regularly inspected;
- 3.2.4 providing health and safety training for staff;
- 3.2.5 reporting health and safety matters to the board;

- 3.2.6 ensuring appropriate evacuation procedures are in place;
- 3.2.7 ensuring all risk assessments are completed and reviewed.

### 3.3 Health and Safety Lead

The nominated Health and Safety Lead is responsible for overseeing health and safety across the organisation.

### 3.4 Staff

Staff are responsible for:

- 3.4.1 taking reasonable care of their own health and safety and that of others;
- 3.4.2 co-operating with the organisation on health and safety matters;
- 3.4.3 following training and instructions;
- 3.4.4 reporting any health and safety concerns to the Health and Safety Lead.

### 3.5 Learners and Parents/Carers

Learners and parents/carers are responsible for:

- 3.5.1 following the organisation's health and safety advice;
- 3.5.2 reporting any health and safety incidents to staff.

### 3.6 Contractors

Contractors are responsible for:

- 3.6.1 agreeing health and safety practices with the CEO before starting work;
- 3.6.2 providing evidence of risk assessments for planned work

## 4. SITE SECURITY

Designated staff members are responsible for site security, including visual inspections and managing alarm systems. Key holders will respond to emergencies.

## 5. FIRE SAFETY

Fire safety procedures include:

- 5.1.1 regular fire risk assessments and drills;
- 5.1.2 clearly identified emergency exits and assembly points;
- 5.1.3 training for new staff and regular updates for all staff and learners.

## 6. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

COSHH risk assessments are completed and circulated to relevant staff. Hazardous substances are stored and disposed of according to specific procedures.

## 7. EQUIPMENT SAFETY

All equipment is maintained according to manufacturer's instructions. Regular checks are conducted, and new equipment is assessed to ensure it meets safety standards.

## 8. LONE WORKING

Lone working is managed through risk assessments, and staff are advised to inform a colleague or family member of their whereabouts when working alone.

## 9. WORKING AT HEIGHT

Work at height is only undertaken by competent staff. Ladders and other equipment are regularly inspected.

## 10. MANUAL HANDLING

Manual handling procedures include training and the use of mechanical aids where necessary. Staff are encouraged to assess their ability to lift items safely and ask for assistance if needed.

## 11. OFF-SITE VISITS

Risk assessments are completed for off-site visits. Trips are appropriately staffed, and first aid provisions are made.

## 12. LETTINGS

Organisations hiring our facilities must comply with our health and safety policy.

## 13. VIOLENCE AT WORK

We have a zero-tolerance policy towards violence or threats towards staff. Incidents must be reported immediately.

## 14. SMOKING

Smoking is prohibited anywhere on the premises.

## 15. INFECTION PREVENTION AND CONTROL

We follow national guidance on infection control. Good hygiene practices are promoted, and cleaning regimes are implemented.

## 16. NEW AND EXPECTANT MOTHERS

Risk assessments are conducted for new and expectant mothers, and appropriate measures are put in place to mitigate risks.

## 17. OCCUPATIONAL STRESS

We are committed to promoting health and well-being and have systems in place to support staff experiencing stress.

## 18. ACCIDENT REPORTING

Accidents are recorded in the accident book, and serious incidents are reported to the HSE according to RIDDOR regulations.

## 19. TRAINING

Staff receive health and safety training as part of their induction and ongoing professional development.

## 20. MONITORING AND REVIEW

The policy is reviewed annually by the CEO and approved by the Board of Directors.

## 21. LINKS WITH OTHER POLICIES

This health and safety policy links to the following policies:

- 21.1 First Aid Policy
- 21.2 Risk Assessment Policy
- 21.3 Supporting Learners with Medical Conditions Policy
- 21.4 Accessibility Plan
- 21.5 Emergency or Critical Incident Plan

## 22. COMPLIANCE CHECK

### Reference Documents:

- 22.1 [Health and Safety at Work etc. Act 1974](#)

- 22.1.1 <https://www.legislation.gov.uk/ukpga/1974/37>

- 22.1.2 This Act sets out the general duties employers have towards employees and others.



- 22.2 Management of Health and Safety at Work Regulations 1992 and 1999
  - 22.2.1 <https://www.legislation.gov.uk/uksi/1992/2051/contents/made>
  - 22.2.2 <https://www.legislation.gov.uk/uksi/1999/3242/contents/made>
  - 22.2.3 These regulations require employers to assess risks and implement necessary measures.
- 22.3 Control of Substances Hazardous to Health Regulations 2002
  - 22.3.1 <https://www.legislation.gov.uk/uksi/2002/2677/contents/made>
  - 22.3.2 These regulations require employers to control substances that are hazardous to health.
- 22.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - 22.4.1 <https://www.legislation.gov.uk/uksi/2013/1471/contents/made>
  - 22.4.2 These regulations require the reporting of work-related accidents, diseases, and dangerous occurrences.
- 22.5 Health and Safety (Display Screen Equipment) Regulations 1992
  - 22.5.1 <https://www.legislation.gov.uk/uksi/1992/2792/contents/made>
  - 22.5.2 These regulations require employers to assess display screen equipment workstations.
- 22.6 Gas Safety (Installation and Use) Regulations 1998
  - 22.6.1 <https://www.legislation.gov.uk/uksi/1998/2451/contents/made>
  - 22.6.2 These regulations require gas appliances to be installed and maintained by qualified personnel.
- 22.7 Regulatory Reform (Fire Safety) Order 2005
  - 22.7.1 <https://www.legislation.gov.uk/uksi/2005/1541/contents/made>
  - 22.7.2 This order requires employers to ensure the safety of their staff in relation to fire safety.
- 22.8 Work at Height Regulations 2005
  - 22.8.1 <https://www.legislation.gov.uk/uksi/2005/735/contents/made>
  - 22.8.2 These regulations require employers to protect staff from falls when working at height.
- 22.9 UK Health Security Agency Guidance
  - 22.9.1 <https://www.gov.uk/government/organisations/uk-health-security-agency>



22.9.2 This guidance is followed for infection control issues.