

# Falcons Learning Ltd

## Health and Safety Policy



Falcons Learning  
The Sky is the Limit

**Owned by:** Principal

**Last reviewed on:** 03/06/2024

**Reviewed By:** Stephen Wash

**Signature**

A handwritten signature in black ink, appearing to be the initials 'SW' or 'AB', written on a white rectangular background.

**Next review due by:** 03/06/2025

REVIEW EVERY 3 YEARS

REVIEW EVERY 2 YEARS

REVIEW YEARLY

<b>Review Panel</b>	
Director	Stephen Wash Joanna Wash
Principal	Stephen Wash
Pathway Managers	N/A
Student Council	
<b>External Input</b>	

<b>Change History</b>			
Version	Date	Change Agent	Details of Change
1.0	03/11/2021	Stephen Wash	Initial Issue
1.1	12/04/2022	Stephen Wash	Addition of the COSHH checking process.
1.2	03/05/2023	Stephen Wash	Annual review no changes required.
1.3	03/06/2024	Stephen Wash	Annual review no changes required.

## Statement of General Policy on Health, Safety and Welfare

- The health, safety and welfare of all the people who work and learn at Falcons Learning Ltd are of fundamental importance. Falcons Learning Ltd is committed to providing a safe, secure and pleasant working environment for everyone by:
- Preventing accidents and work-related ill health by managing the health and safety risks in the workplace.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- Engaging and consulting with employees on day-to-day health and safety conditions.
- Implementing emergency procedures – evacuation in case of fire or another significant incident.
- Maintaining safe and healthy working conditions, providing and maintaining plant, equipment and machinery and ensuring safe storage and use of substances.
- Monitoring and reviewing systems to make sure they are effective to develop a culture of continuous improvement.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- The Directors have overall and final responsibility for health and safety and have delegated the day-to-day responsibility for ensuring this policy is put into practice to the Principal.
- Employees have a duty to look after their own and others' health and safety, by working safely, cooperating with the management team, observing all relevant information and instructions and reporting any health and safety matters to the Principal.

## Organisation and Responsibilities

In order to ensure that health and safety issues are dealt with in accordance with this Health and Safety Policy, the following organisational structure has been approved. Duties and responsibilities have been assigned to specific individuals as laid out below.

### **1. Responsibilities of the Directors collectively:**

1.1. Comply with Health and Safety Law and make arrangements for securing health and safety assistance from a competent source (currently Guidance from the Department for Education)

1.2. Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work.

1.3. Ensure a clear written policy for health and safety is created. (This document)

1.4. Establish arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

1.5. Allocate responsibilities for health, safety and welfare to specific people and those persons are informed of these responsibilities.

1.6. Ensure persons have sufficient experience, knowledge and training to perform the tasks required of them.

1.7. Ensure sufficient funds are set aside with which to operate safe systems of work.

1.8. Measure health and safety performance both actively and reactively.

1.9. Review the school's health and safety policy and performance annually.

## **2. Responsibilities of the Principal**

The Principal has overall responsibility for the day-to-day management of health and safety within Falcons Learning Ltd. However, the principal may choose to delegate some duties to other members of staff, whilst remaining ultimately responsible.

2.1. Make or arrange for risk assessments of the premises and working practices to be undertaken.

2.2. Introduce measures to manage those risks.

2.3. Ensure adequate staffing levels for safe supervision.

2.4. Support the directors in the creation of a local Policy for Health and Safety and ensure its implementation.

2.5. Ensure that the Policy is communicated adequately to all relevant persons.

2.6. Ensure there is a management system for monitoring the effectiveness of health and safety arrangements which form part of this policy.

2.7. Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff.

2.8. Engage and consult with colleagues, on day to day health and safety conditions.

2.9. Ensure that emergency procedures are in place and are communicated to all staff.

2.10. Arrange for termly evacuation drills and weekly fire alarm tests.

2.11. Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.

2.12. Ensure appropriate information on significant risk activities is given to visitors and contractors.

2.13. Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

- 2.14. Ensure the condition of the premises is monitored and arrange repairs to any defect in the state of repair of the building or its surrounds which is identified as being unsafe, taking whatever local action is necessary to minimise the risk until repairs can be arranged.
- 2.15. Ensure that equipment purchased meets appropriate safety standards.
- 2.16. Ensure that plant, machinery and equipment is inspected and tested according to statutory requirements, e.g., oil boiler, electrical appliances, gym equipment, etc.
- 2.17. Ensure that arrangement is made for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 2.18. Co-ordinate a bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered.
- 2.19. Provide appropriate health and safety information to directors and report any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- 2.20. Ensure the provision of health and safety equipment, including first aid materials, firefighting equipment and protective clothing.
- 2.21. Ensure that all accidents are recorded; investigated and any remedial actions required are taken or requested.
- 2.22. Manage the keeping of records of all health and safety activities.
- 2.23. Oversee all arrangements for educational visits and school journeys.

### **3 Responsibilities of the Business Manager**

The Business Manager's role is primarily that of facilitator. The SOM may take on certain functions, but the overall responsibility rests with the Principal. The core duty is to ensure that there is a system established for the management of health and safety. The duties include:

- 3.1 Review and update this policy as and when circumstances change.
- 3.2 Assist in the reporting, recording, investigation and follow-up of accidents on the premises
- 3.3 Make appropriate information on significant risk activities available to visitors and contractors
- 3.4 Co-ordinate termly evacuation drills and weekly fire alarm tests
- 3.5 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered
- 3.6 Co-ordinate risk assessment processes as required
- 3.7 Make provision for the inspection and maintenance of work equipment throughout the school

3.8 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe

3.9 Advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors

3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum

3.11 Ensure that the Principal is kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

3.12 Ensure hazardous products, such as cleaning products comply with Control of Substances Hazardous to Health Code of Practice (COSHH) and are stored in a locked cupboard

### **5 Responsibilities of Class Teachers (including Supply Teachers/Subject Coordinators/Teaching Assistants/Support Supervisors):**

5.1 Know and apply Falcons Learning Ltd.'s Health and Safety Policy and arrangements for health and safety

5.2 Exercise effective supervision of pupils

5.3 Know the procedures for fire, first aid and other emergencies and carry them out

5.4 Know the location of the nearest firefighting equipment, first aid box and emergency protocols/medicine for children with medical conditions

5.5 Follow the health and safety measures to be adopted in their own teaching/supervision areas, as laid down in this policy or the local relevant local risk assessment

5.6 Ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities and that protective equipment is worn where appropriate

5.7 Ensure that pupils are aware of and follow school safety rules

5.8 Investigate any accidents that occur through activities organised/supervised in the class or playground to try to prevent reoccurrence

5.9 Remove from use any equipment/appliance which has been identified as unsafe and which is in need of repair

5.10 Report all accidents, defects or dangerous occurrences to the Principal

5.11 Ensure that good standards of housekeeping are maintained

5.12 Ensure that an agreed level of supervision is available and that appropriate health and safety arrangements are made prior to taking school parties offsite on educational visits.

5.13 Subject Leaders – Ensure that risk assessments are undertaken within their subject leadership, e.g., use and storage of workshop equipment, Gym equipment, etc and that control measures are brought to the attention of everyone concerned

5.14 Subject Leaders – Ensure access to up-to-date safety guidance from sources such as Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), DfE.

5.15 Business manager will maintain the COSHH schedule and the retention of the MSDS.

## **6. Responsibilities of all Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

6.1 to participate in the risk assessment process and comply with findings.

6.2 to report all defects in the condition of the premises or equipment to which they become aware

6.3 to report all accidents according to the procedures included in Part 3 of this document

6.4 are familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3)

6.5 to make use of all necessary personal protective equipment provided for safety or health reasons

6.6 follow all relevant codes of safe working practice and local rules

6.7 report any unsafe working practices to the Principal.

6.8 follow the correct process when acquiring new chemical and substances for use in the school.

6.9 Should a member of staff require any new substance that may be subject of COSHH regulations it is their responsibility to ensure that there is a relevant MSDS for the item and that these are supplied to the Business Manager. This can be in electronic or paper format.

## **7. Responsibilities of the pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

7.1 follow all instructions issued by any member of staff in the case of an emergency

7.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g., fire extinguishers etc.

7.3 inform any member of staff of any situation, which may affect their safety.

## **Declaration**

This policy and procedure have been drawn up in line with current legislative requirements.

It takes into consideration any guidelines set by the Local Authority

**This policy will be reviewed annually, or more frequently in line with changes in legislation and guidance.**