

1. Scope

This policy applies to all staff at Expanse Learning Wigan School (Hereafter referred to as the School).

2. Objectives

The general aims of these policy statements are the arrangements that are set out below. The Chief Executive Officer (CEO)/Headteacher (The Head) and Governing Body (GB) recognises its responsibility to the health, safety and welfare of all staff, students and other persons visiting the school premises. It is the responsibility of the CEO/Head so far as is reasonably practicable:

- To maintain all areas under their control in a condition that is safe and without risk to health
- To establish and maintain a safe and healthy environment throughout the school
- To establish and maintain safe working procedures among staff and students
- To ensure that risk assessments are carried out by competent staff (*refer to the Risk Assessment Policy*)
- To consult with employees on matters affecting their Health, Safety and Welfare;
- To provide and maintain safe equipment
- To provide and maintain means of access to and egress from that place of work that are safe and without risk
- To provide arrangements to ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- To prevent accidents and cases of work-related ill health
- To provide and maintain safe, healthy and adequate welfare facilities;
- This policy will be reviewed on a regular basis, by the Corporate Services Team (CST)/Head and GB.

3. Roles & Responsibilities

The Head is responsible:

- For the day-to-day Health and Safety management of school and all staff directly employed by the school
- This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work
- The Head must also be aware of the arrangements governing visits and general contractors whilst on the school premises.

CEO/Head and the Board of Governors:

- Monitor the effectiveness of the health and safety policy
- Provide arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information
- Understand their responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of the school
- Provide arrangements and implement the school's accident reporting procedure and ensure that staff are aware of the system
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented
- Develop and maintain safe working practices
- Ensure that all staff are aware of the first aid arrangements and first aiders
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities
- Provide suitable induction training for all new staff and visitors
- Identify health and safety training needs
- Ensure all structural defects are reported and actioned in an efficient manner
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employee
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained

- Ensure there are suitable provisions for contractors working on site
- Understand the organisation, role and powers of Health and Safety Executive Inspectors
- Recognise that the policy, risk assessments and practices are not static, and ensure that the schools health and safety policies and procedures are updated and amended where necessary.

Employees

The Health and Safety at Work Act 1974 states - **"It shall be the duty of every employee whilst at work"**:

- To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with"
- The Act also states, **"No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions"**.
- Have a general responsibility for the application of the school's Health and Safety Policy, and any other Policy, to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work.
- Advice or instructions given by the Head, including the relevant parts of this statement, shall be observed;
 - *shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations*
 - *shall resolve any health and safety problems any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them*
 - *shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head*
 - *shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work*
 - *shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority*
 - *shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.*

Class Teachers and Teaching Assistants

The class teacher is responsible for the safety of students whilst in classrooms, workshops and laboratories (This has been a statutory duty since 1987). Where class teachers or teaching assistants have concerns regarding safety issues for example class sizes, condition of equipment etc. they should discuss the problems with the Head or Line Manager before the lesson. Class Teachers and teaching assistants should:

- Liaise with and recommend to the Head any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented
- ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used
- they personally should follow safe procedures and working practices
- know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed
- control and supervise the students and ensure that safety rules and protective equipment are followed and used
- ensure that safety instructions are clear and understood and check frequently that they are being followed.

Corporate Services Team (CST)

CST are a key support mechanism of the school in the management of health, safety and welfare. Any issues must be reported to servicedesk@expansigroup.co.uk or through the see-it report-it scheme. **All** staff should be made aware

of the CST's role in the management of health, safety and welfare. The CST will follow the health and safety and methods of working detailed in the Section 3 of this health and safety policy.

First Aiders

All schools must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee or non-employee. Where the risk of injury is identified as significant, such as during physical, practical and vocational lessons, access to a first aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

Students

Students are expected to:

- Exercise personal responsibility for the safety of self and class-mates;
- Wear the correct clothing consistent with safety and/or hygiene
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- **NB:** It is essential that all students and parents are made aware of the requirements of this section.

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises. (**Health and Safety at work Act, 1974 Section 3.**)

Visitors should report to the Head or Reception on arrival at the school, they should be required to observe the safety rules of the school, in particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

In addition, the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited or permitted to be there. In 1984 the Occupiers Liability Act was updated, and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Contractors should report to the Head or Reception on arrival at the school and outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act.

They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Head must take actions as are necessary to prevent persons in his/her care from risk of injury and inform the CST. Please refer to See Section 3 of this manual - Contractors in Schools.

4. Arrangements

The arrangements section of the health and safety policy has been designed to highlight the relevant health and safety information for staff, visitors and contractors.

Please see Appendix 1 for the full breakdown.

5. RIDDOR

What are 'reportable' injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- **The death of any person** (Regulation 6)
- **Specified Injuries** to workers (Regulation 4)
- Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)
- Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

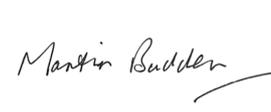
The College follows HSE guidance and will report any incidents directly via the HSE Webpage (<http://www.hse.gov.uk/riddor/report.htm>). This must also be logged on the DatabridgeMIS and a copy of the report attached.

6. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed. It will be approved by the governing board

Impact of non-compliance for:	
Staff:	Disciplinary action, prosecution
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
Compliance lead:	Corporate Services (Corporate Services)
Policy Reference:	ELWS-HSW-001
Version:	5
Agreed policy location:	DatabridgeMIS and Company Webpage
Does the policy require Governor approval?	Yes

Approval

Prepared by Scott Roberts (Assoc. CIPD) 01/09/2020  Head of Corporate Services	Approved by Richard King 10/09/2020  Director of Schools, Pre 16 Education	Counter Signatory Tony Brown 01/09/2020  CEO	Governor Approval Martin Budden 08/09/2020  Governor (Chair)
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Version Control

Version	Date	Revision	Review Date
1	13/03/2018	First Issue	13/03/2019
2	09/03/2019	Review	09/03/2020
3	01/09/2019	Reviewed Document. Transferred onto new template. Removed former member staff and replaced.	31/08/2020
4	11/11/2019	Policy review, added RIDDOR procedure, updated the arrangements table and moved to appendix 1.	11/11/2019
5	01/09/2020	Policy Review – Updated Appendices	31/08/2021

Appendix 1 - Arrangements

Roles & Responsibilities	
The Senior member of staff in the School with responsibility for Health and Safety matters is:	Assistant Headteacher (Ed Hanley)
The health and safety co-ordinator is:	HSM Alistair Atkinson
The GB Member appointed for health and safety is:	Chair of the Board of Governors: Martin Budden
Consultation with staff, regarding health and safety is provided via:	<ul style="list-style-type: none"> Corporate Communications / Weekly Operations Meetings / Quarterly H&S Meetings
Risk assessment	
The persons responsible for ensuring risk assessments are carried out is:	Corporate Services Team
The persons responsible for ensuring OOCA risk assessments are carried out is:	Initial RA – Activity Lead (i.e. Tutor, Instructor etc) Level 1 Approval – Centre Manager Level 2 Approval – Corporate Services Team Level 3 Approval - Director
Copies of risk assessments are located:	Main Office (Scanned to Corporate Services)
Staff who have undergone training and are competent to carry out risk assessments are:	All school staff
Any hazards noted within the establishment/ departmental environment must be reported to:	Corporate Services Team
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	Corporate Services Team
Risk assessments will be reviewed on an annual basis by:	Corporate Services Team
The educational visits co-ordinator is:	Corporate Services Team
Educational visits risk assessments and paperwork are located in:	DatabridgeMIS
Emergency & Fire Arrangements	
<p>The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head, nominated persons, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.</p> <p>The priorities in an emergency situation are as follows:</p> <ul style="list-style-type: none"> <i>to ensure the safety of all persons, their removal from danger</i> <i>their care and the application of first aid and medical treatment where appropriate</i> <i>to call the emergency services when appropriate</i> <i>to safeguard the premises and equipment, if this is possible without putting persons at risk</i> 	
The competent 'RESPONSIBLE PERSON' for monitoring the fire risk assessment:	HSM Alistair Atkinson
Fire drills will be practised by:	All on site
Fire drills will be held:	Termly (3 times a year)
Fire alarm points will be tested and recorded on a weekly basis by:	School Business Officer / Fire Warden & Corporate Services Team
Means of escape, automatic doorstops and mag lock doors will be checked and recorded on a monthly basis by:	HSM Alistair Atkinson

Firefighting equipment will be checked and recorded on a monthly basis by:	Tutor/Fire Warden Corporate Services Team	
Emergency lighting will be tested on a monthly basis by:	Concept Group (Wigan) 384 Woodhouse Lane, Wigan, WN6 7TD	
Records of tests, checks and drills will be held in/by:	Fire Logbook & DatabridgeMIS	
Fire extinguishers will be serviced on an annual basis arranged via:	Concept Group (Wigan) 384 Woodhouse Lane, Wigan, WN6 7TD	
Staff training and development:	All designated staff should undertake fire training on an annual basis	
Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation		
Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non-employees (including students, visitors etc.)		
Location of accident forms:	Historic = Corporate Services 2019/20 onwards - Databridge	
Persons responsible for accident forms:	Headteacher QA and Audit – Corporate Services Teams	
Persons responsible for carrying out accident investigations is:	HSM Alistair Atkinson QA and Audit – Head of Corporate Services	
All accidents must be recorded through DatabridgeMIS which will automatically inform Corporate Services (Health and Safety) on completion		
The Person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	HSM Alistair Atkinson QA and Audit – Head of Corporate Services	
Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.		
3.5 First Aid - the following have received first aid training		
Name	Provider	Expires
Martin Blinston (1 Day)	Curve Learning	23/07/2023
Leanne Mooney (1 Day)	Curve Learning	23/07/2023
Joanne Blackledge (1 Day)	Curve Learning	23/07/2023
Claire Dean (1 Day)	Curve Learning	23/07/2023
Clare Stevens (1 Day)	Curve Learning	23/07/2023
Paul Bamber (1 Day)	Curve Learning	23/07/2023
Dawn Watson (3 Day)	St Johns Ambulance	29/08/2021
The person responsible for ensuring first aid qualifications are maintained is:	HSM Alistair Atkinson	
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	HSM Alistair Atkinson	
First aid boxes are kept in the following points in the education establishment / department: 1. Reception 2. Main Kitchen 3. Orange Room		
Travelling first aid boxes are located:	Main Reception	
The location and contents of all first aid boxes will be checked on a:	Monthly basis	
The persons responsible for the checks are:	HSM Alistair Atkinson	
Stock of first aid materials will be checked and re-ordered by:	HSM Alistair Atkinson	

The address and telephone number of the nearest medical centre/NHS GP is:	Winstanley Medical Centre Holmes House Ave, Wigan WN3 6JN, 01942 483213	
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Wrightington, Wigan & Leigh NHS Foundation Trust, Wigan Ln, Wigan WN1 2NN 01942 244000	
Students with medical/ special needs		
The person(s) responsible for undertaking and reviewing the healthcare plans of student with medical needs is:	Onsite Responsibility Lisa Heyes <i>Pastoral, Behaviour and Attendance Officer (Designated Safeguarding Lead)</i>	Overseen by Lorraine Woosey <i>Head of Care & Development</i>
The person responsible for ensuring student specific risk assessments are conducted is:	Onsite Responsibility Lisa Heyes <i>Pastoral, Behaviour and Attendance Officer (Designated Safeguarding Lead)</i>	Overseen by Lorraine Woosey <i>Head of Care & Development</i>
The person responsible for the supervision and storage of student medicines is:	Onsite Responsibility Lisa Heyes <i>Pastoral, Behaviour and Attendance Officer (Designated Safeguarding Lead)</i>	Overseen by Lorraine Woosey <i>Head of Care & Development</i>
<i>Monitored through regular Audit and inspection.</i>		
Maintenance and premises		
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	<ul style="list-style-type: none"> See it report it scheme overseen by the Corporate Services Team DatabridgeMIS event: “(Group) – CST Service Request” 	
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	<ul style="list-style-type: none"> See it report it scheme overseen by the Corporate Services Team DatabridgeMIS event: “(Group) – CST Service Request” 	
Defective furniture or equipment should be taken out of use immediately logged in the caretaker’s log book and reported to:	<ul style="list-style-type: none"> See it report it scheme overseen by the Corporate Services Team DatabridgeMIS event: “(Group) – CST Service Request” 	
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc. is:	<ol style="list-style-type: none"> Senior Leadership Team Corporate Services Keyholders 	
Health and safety training		
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	The Corporate Services Team supported by the relevant Line Manager’s	
Induction training should cover: <ul style="list-style-type: none"> Health and Safety Policies Education Visits Policy Risk Assessment Fire and other Emergency Arrangements Accident Reporting Arrangements First Aid Arrangements Safe Use of Work Equipment 	<ul style="list-style-type: none"> Procures for Hazardous Substances Good Housekeeping Hazard Reporting and Maintenance Procedures Special Hazards/Responsibilities Associated with their Work Activity Special Needs of Young Employees (e.g. Work Experience Placements) 	
The person responsible for organising health and safety training is:	HSM Alistair Atkinson	
Work Equipment		
<i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>		

Ladders <i>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:</i>	Every designated user Caretaker HSM Alistair Atkinson
Equipment for students with special educational needs <i>The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every (12) months by a competent contractor and kept in good working order is:</i>	HSM Alistair Atkinson Versatile Lift Company Registered as VLC (Stairlifts) Ltd 366 Church Road, Haydock, WA11 0LG Tel: 01942 719565
Maintenance and cleaning equipment (including powered cleaning equipment, power and hand tools etc.) <i>Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:</i>	Every designated user Caretaker HSM Alistair Atkinson
Person(s) trained and authorised to use are:	Caretaker
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Tutor(s) who is delivering the session
Catering Equipment <i>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:</i>	HSM Alistair Atkinson Concept Group (Wigan) 384 Woodhouse Lane, Wigan, WN6 7TD
Person(s) authorised to operate and use is/are:	All Competent Staff holding current and valid food & Hygiene Certificate
PE Equipment (indoor and outdoor) <i>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:</i>	All Competent Staff holding current and valid Food & Hygiene Certificate
Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	HSM Alistair Atkinson
Person(s) responsible for carrying out formal visual inspection and testing is/are:	HSM Alistair Atkinson
<i>Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so</i>	
Personal Protective Equipment (PPE)	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.</i>	
<i>The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out are as follows</i> - Science / Horticulture <ul style="list-style-type: none"> ○ Design Technology ○ Art and Design ○ Caretaking and cleaning ○ Catering (school kitchen) ○ Grounds maintenance 	HSM Alistair Atkinson
Hazardous substances	
Copies of all the hazardous substances inventories are held in:	Corporate Services Office
The person responsible for undertaking and updating the COSHH risk assessments is:	HSM Alistair Atkinson
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined annually is:	HSM Alistair Atkinson Concept Group (Wigan) 384 Woodhouse Lane, Wigan, WN6 7TD
Asbestos	

The person responsible for making the arrangements for dealing with asbestos in compliance with the Company policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	HSM Alistair Atkinson
The asbestos management plan is held:	Main Reception
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	HSM Alistair Atkinson
Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	HSM Alistair Atkinson
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	HSM Alistair Atkinson
The person responsible in school for carrying out the regular Inspections is:	HSM Alistair Atkinson Concept Group (Wigan) 384 Woodhouse Lane, Wigan, WN6 7TD
Work Experience	
The person responsible for co-ordinating work experience placement ensuring risk assessments are completed is:	HSM Alistair Atkinson Employability Co-ordinator
Visitors	
On arrival all visitors should report to: And will be: Requested to sign the visitors' book asked for identification (if not already known) issued with visitor's pass (Health & Safety included)	Main Reception
Contractors	
The person responsible for selecting contractors and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	HSM Alistair Atkinson
The person in control of contractors whilst on site is:	HSM Alistair Atkinson & School Business Officer
Noise	
Any employee concerned about the noise levels at work should report the matter to:	HSM Alistair Atkinson
Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to:	See it report it scheme overseen by Corporate Services Team
Display Screen Equipment	
The display screen equipment assessor for the establishment is	HSM Alistair Atkinson
Smoking	
In line with the Smoke-free (Premises and Enforcement) Regulations 2006, the LGB has prohibited smoking in the school and in vehicles under its control.	
Miscellaneous	
The Health and Safety Law Poster is sited:	Health & Safety Notice board in the Waiting area
This policy is located:	<ul style="list-style-type: none"> Health & Safety Notice board in the Waiting area DatabridgeMIS School Website

Health and Safety Statement of Intent:	<ul style="list-style-type: none"> • Health & Safety Notice board in the Waiting area
Fire Warden Information:	<ul style="list-style-type: none"> • Health & Safety Notice board in the Waiting area • Various locations around the Centre
First Aider Information & First Aid Box Location:	<ul style="list-style-type: none"> • Health & Safety Notice board in the Waiting area • Various locations around the Centre
Fire Assembly location & Evacuation Plan:	<ul style="list-style-type: none"> • Health & Safety Notice board in the Waiting area • Various locations around the Centre
Public & Employers Liability Insurances:	<ul style="list-style-type: none"> • Health & Safety Notice board in the Waiting area
The person responsible for updating the above and ensuring compliance is:	HSM Alistair Atkinson