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# HEALTH & SAFETY POLICY

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Adopted by Utopia - for review by the Board of Directors.
Updated September 2024
For review - Annually - Review targets annually

## HEALTH & SAFETY POLICY

**Introduction:** The overall and final responsibility for Health and Safety is that of the Board of Directors who also have day-to-day responsibility, supported by the Centre Manager, for ensuring this and other health and safety related matters are put into practice. The reporting lines for health and safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding - Child Protection policy and procedures

Utopia is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfE Guidance 2014 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the Board of Directors to:

- have a general statement of policy, which includes who is responsible for what (delegation of tasks);
- make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

In accordance with the Health and Safety at Work Act 1974:

- the Board of Directors are responsible for Health and Safety, although tasks may be delegated to staff;
- employees also have the duty to look after their own and others health and safety.

Therefore, the employers, school staff and others also have a duty under common law to take care of students in the same way that a prudent parent would. The Board of Directors are committed to the continuous improvement of Health and Safety management in all activities. This policy is achieved by establishing an effective Health and Safety management system within the school. This involves implementing arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

Guidance entitled 'Managing for Health and Safety' published by the Health and Safety Executive will be used to develop our approach to managing risk. The emphasis in this guidance is that senior management are expected to lead the organisation's Health and Safety and measure its performance along with other business activities. In turn it will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

The main elements include:

- **Plan** - We develop an approach that sets objectives and measures those objectives on a regular basis.
- **Do** - We have management systems and practices to ensure that risks are dealt with sensibly, responsibly and proportionately.
- **Check** - We have monitoring and reporting arrangements and check our risk assessments.
- **Act** - We have an annual external Health and Safety audit which includes whether we are effectively managing risk and protecting people.

This Policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly

monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties. The Chief Executive Officer have this in place, with updates as required:

### **Responsibilities, Arrangements, Powers and Procedures**

**Management for Monitoring Health and Safety:** The Health and Safety at Work Act of 1974 places responsibilities on all our staff. The Board of Directors are designated to carry out the management of Health and Safety on a regular basis in conjunction with the Centre Manager. Matters arising regarding Health and Safety should be reported, in writing to the Head of Centre in the first instance. Consultation arrangements with employees are in place to ensure the maintenance of health and safety standards.

### **General Statement of Health and Safety Policy**

- The aim of the Board of Directors is to provide a safe and healthy working and learning environment for staff, learners and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its learners. We recognise that the term 'health' also includes mental health. We have a dedicated policy on mental health and well-being, which takes into consideration the guidance issued by the Department for Education.
- The Board of Directors notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Board of Directors accept that we have a responsibility to take all reasonably practical steps to ensure the health, safety and welfare of staff and others.
- The arrangements outlined in this policy statement and the various other safety provisions made by the Board of Directors cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Board of Directors will take all reasonable steps to identify and reduce hazards, but all staff and learners must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.
- It is the Board of Directors policy to encourage employees, learners, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.
- The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. However, in some circumstances, for example where an employee failed to take notice of the Company policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead of.

**Employer Duties:** Board of Directors are responsible for monitoring compliance with statutory requirements. In consultation with the Centre Manager, they have a duty to:

- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others, while providing a healthy and safe environment for learners to enjoy education.
- make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Managing for Health and Safety at Work regulations.

- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the learners in our care, including compliance with the Safeguarding Children Board locally agreed inter-agency procedures.
- comply with Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2018, including any further amendments as they are published, along with the Regulatory Requirements 2010 Part 3(3)(7) of the Education (Independent School Standards) (England) Regulations 2010.
- identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage.
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks.
- take reasonable steps to ensure that staff and learners are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks.
- minimize cases of injury and work-related ill health and to investigate accidents and incidents that might have resulted in harm to employees.
- seek support from and consult with employees on matters concerning their health and safety.
- provide safe equipment, safe outdoor area, safe access and egress and maintain them in good order.
- have a clear understanding on actions to take in the event of any emergencies.
- train all our staff in the health and safety issues that affect learners.
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities.
- ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed.
- monitor and review this Policy and the various systems procedures.
- adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school; and
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*.

The Policy is achieved by the establishment of an effective health and safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Where the Board of Directors delegates responsibility for carrying out a health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time).

In addition, suitable measures for monitoring performance standards must be put in place. Employees, visitors and contractors to any of the owned or operated sites are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Centre Manager undertakes, on behalf of the Board of Directors, to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace

**COVID-19 Arrangements:** Utopia has taken extensive measures to ensure proportionate protective measures for learners and staff, which also ensure that all young people receive a high-quality education that enables them to thrive and progress. We follow the DfE Guidance on the Opening of Schools including guidance from Public Health England and actively review our procedures accordingly. We have effective risk assessment processes, in consultation with employees, risk mitigation measures and monitoring, including a specific risk assessment relating to the additional risks of COVID-19 and its management. This risk assessment is reviewed regularly to ensure it is dynamic and evolving in conjunction with new guidance and also factors within the school as they arrive. We also regularly review whether COVID-19 has implications for existing arrangements and update them where necessary.

### Health and Safety Responsibilities

**Centre Manager:** Utopia ensures arrangements are made to safeguard and promote the welfare of learners at the school and implement any guidance issued by the Government. The Centre Manager takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that learners can be safe in school.
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability.
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour.
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations.
- how effectively the arrangements for learners' care in the event of sickness, accident or injury are implemented and how our learners are supervised during school hours; the effectiveness of the school's monitoring and recording systems for learners' attendance and punctuality.
- how well the school reviews admission arrangements and adjusts ensure the accessibility of the school's premises and curriculum for all students.
- the way we teach learners how to understand and respond to risk, for example contextual risks such as extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways.

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**Employee duties:** The Health and Safety at Work etc Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of themselves and of any persons who may be affected by his acts or omissions at work, and
- regards any duty or requirement imposed on the employees or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'
- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'

**Responsibilities/Duties of All Staff:** The Health and Safety at Work Act 1974 requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Do their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of students. The Act also states:

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'*

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work and the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Board of Directors.
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- take part in health and safety training as required.
- Inform the Centre Manager if there is any reason, they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt, they must seek further advice.
- take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work.
- observe standards of dress consistent with safety and/or hygiene.
- exercise good standards of housekeeping and cleanliness.
- know and apply the emergency procedures in respect of fire and first aid.
- co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- report any defects that they observe in the premises, plant, equipment and facilities and act to ensure no one is put at risk.
- report all incidents, accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events in the Incident and Accident Report form.
- promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.

- co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- act as a prudent parent when in charge of students, as they have a duty to under common law.

**Supervision of students:** In addition to this being built into the day to day working practices at Utopia we also have risk assessments which clearly state the schools' approach. We make professional judgments, taking into the consideration the age of the students and activities in which they are engaged. Staffing ratios should be no greater than 1:4 as a general rule, however learner need may predicate a greater staffing ratio which will be identified on Individual Learner Profiles.

**Consultation arrangements with employees:** Consultation arrangements with employees are in place to ensure the maintenance of Health and Safety standards on a weekly basis.

**E-safety, Remote Learning and Emerging Technologies:** Please refer to our E-Safety Policy and documentation regarding Remote Learning and Prevent Duty. We use only selected links and learner-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's teaching materials). We seek parental permission before using photographs of learners or their work on the school's website, or in newsletters and other publications.

### **Arrangements for the Comfort of Learners and Staff**

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, lockable and allow sufficient light through.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is always available. All accessible water supplies are safe to drink.

**Arrangements for Hygiene:** The following arrangements are specifically put in place to minimise the likelihood of any staff or learners picking up undesirable diseases, ailments or other health problems. We teach our learners about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by students.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
- Sanitary disposal units are placed in some toilets.
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked daily.
- All pets and animals are strictly forbidden inside the premises without prior consent from the Centre Manager. Family pets, dogs, for example, must remain with their owner outside the school premises at all times and under full control by means of a suitable lead or restraint.

### **Risk Assessment**

- Health and safety law often refer to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Centre Manager will ensure that regular written risk assessments are undertaken of premises, methods of work and all activities. These must be reviewed following changes in circumstances or personnel and at least annually.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Centre Manager who will prioritise issues and assign resources to undertake remedial/control measures where required.
- Annual Legionella risk assessment updates will take place to ensure water quality is maintained. On site water systems are all enclosed. HSE guidance states, *for hot and cold water systems, which are generally enclosed, i.e. not open to the elements and significant contamination in the same way as cooling towers, microbiological monitoring is not usually required. But there may be circumstances where testing for legionella is necessary e.g. where there is doubt about the efficacy of the control regime or where recommended temperatures or disinfection concentrations are not being consistently achieved.*

**Training of Staff in health and safety, including risk assessment:** We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the organisations Health and Safety Policy and Procedures. We provide staff with training in health and safety including how to carry out risk assessments as part of their on-going continuous professional development. We also use external trainers to support us in the training of our staff with regards to health and safety.

- This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.

**All learners are expected, within their expertise and ability to:**

- Exercise personal responsibility for the safety of themselves and their fellow learners.
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous.
- Observe all the safety rules in place at Utopia and the instructions of staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

**Recording and Reporting accidents to staff, learners and visitors:** The Board of Directors ensures Utopia complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Utopia is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths, major injuries, more than seven-day injuries;
- An accident causing injury to students, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

The Headteacher will also notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Headteacher will also notify local authority child



protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

**First Aid, Medication and supporting Medical Needs:** Utopia arrangements for administering first aid include:

- practical arrangements at the point of need.
- the names of those qualified in first aid and the requirement for updated training every three years.
- having at least one qualified 'First Aider' person on site when learners are present.
- appropriate access to first aid kits.
- arrangements for students with medical conditions (for example, asthma, epilepsy, diabetes).
- hygiene procedures and Body Fluid kits for dealing with spillage of body fluids.
- guidance on when to call an ambulance.

At Utopia:

- a First Aid Box is held in the main office, portable First Aid Kits are kept available for off site visits and where needed.
- First aid boxes are updated annually to ensure contents remain in date and appropriate
- key staff are qualified First Aiders.
- the incident and accident book and report form for injuries and the procedures to be followed are clearly outlined below.
- a written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity.
- the arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Group Leader and supervising staff.

### **Procedure for Staff accidents**

- All staff are required to complete a Utopia Accident Form. Accident Forms containing all of the accident details will be kept for a period of 3 years. The Accident File will be kept locked away in the Utopia Project's office in Viking Centre

### **Procedure for Young People for all accidents**

It is the responsibility of the member of staff who witnesses an accident (or who is first on the scene) to complete the relevant accident forms.

- Complete a Utopia Accident Form. Accident Forms containing all of the accident details will be kept for a period of 3 years. The Accident File will be kept locked away in the main office.
- Notify parents of any accident, injury sustained and advice given.

### **HEAD INJURIES**

Parents must be informed directly by telephone and a follow up standard letter should be forwarded home.

Example of letter:

Dear Parent,

Your son/daughter/ ward \_\_\_\_\_ has bumped their head today whilst at Utopia. A First Aider has administered basic first aid treatment. You are advised to seek medical attention if she shows the following symptoms: vomiting, blurred vision, headaches or drowsiness.

Yours sincerely,

On no account should young people be allowed to make their own way home after receiving a head injury.

**Arrangements for Activities including off-site Visits, Including Residential Visits and School-Led Adventure Activities:** All activities that take place at Utopia should be arranged in line with our Standard Operating Procedures for trips and Visits Policy. Contained within that document is our protocols for ensuring:

- adequate numbers staffing ratios at all times.
- parents are always informed of all forthcoming plans for events on our premises.
- effective procedures are in place for obtaining parental consent for trips and visits
- our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- all staff undertaking school trips make the appropriate risk assessment prior to the visit.
- that we have means of communication with parents during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- that all vehicles used for activities are checked and meet appropriate standards. Mini-buses are operated in accordance with the requirements of the DVLA and the local authority

**Drivers:** Those authorised to drive any students in the party should:

- have a minimum of two years' driving experience.
- have acquired some experience in handling the size or type of vehicle that will be used.
- hold a current driving licence valid in the country of use and never have been disqualified.

Each driver must be personally satisfied that the:

- driver is covered by insurance in respect of liability to passengers and others.
- driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health and the driver carries evidence of insurance.
- vehicle is roadworthy.
- driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle.

**Theft or other criminal acts:** The Centre Manager will investigate any incidents of theft involving learners. If there are serious incidents of theft from the school site, the Centre Manager may inform the police and record the incident in the incident book

**Violence towards Staff:** If there are any concerns about the behaviours of visitors, they are required to leave the premises. With reference to learners, there is a well-established behaviour policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

**Manual Handling:** A common sense approach to manual handling should be adopted by employees at all times to ensure that loads are managed safely and appropriately.

**Slips and Trips:** All injuries, accidents, and dangerous occurrences will be recorded. Records are stored for at least three years or if the person injured is a minor until they are eighteen years of age.

**Non-Smoking: Utopia** in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. It is illegal to smoke on any premises in England and as such any person found smoking or vaping in the Utopia centre would face a suitable consequence. Utopia does not condone or encourage smoking or the use of e- cigarettes. Where possible Utopia will provide support, advice, guidance and referrals to enable young people to quit smoking. Utopia will encourage all participants to make positive life choices, without passing judgement. Any young person smoking or using E-Cigarettes in front of Utopia staff will be asked to hand these in and will have them returned at the end of the day. Failure to adhere to these instructions will result in a suitable consequence.

**Dealing with Health and Safety Emergencies: Procedures and Contacts:** The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Utopia. These procedures are updated on a regular basis and dated to indicate the latest update. The logbook for recording and evaluation of practice and evacuation drills will be held securely at the school office. The Centre Manager has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Headteacher which are specified in the daily routines.

**Restraint:** All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Utopia's ethos is to encourage all young people to make positive choices and take responsibility for their own behaviour. It is the company's belief that physical intervention takes away the choice young people have in effectively managing their own behaviour, therefore physical intervention will not be routinely used as part of Utopia's ongoing behaviour management strategy.

However, Utopia recognise the nature of the young people who attend may result in incidents where staff are required to intervene. In the case of fights between young people, staff will always take reasonable and proportionate steps to ensure the safety of all young people on roll, which in exceptional cases may require physical intervention. It is important to note that this will always be regarded as a last resort, once all other behaviour management options have been explored and it is felt that there is a real danger of the young person involved in the incident becoming at risk of harm. Staff have a duty to take all reasonably practicable steps to ensure that they do not take any action, or make any omission, that creates a risk, or increases an existing risk, to the health or safety of themselves, or other persons. In the event of physical intervention or reasonable force being used for the safety of participants, robust and effective debrief must take place with the young person involved, in addition to debrief with parents/carers

**Arrangements for the Safety and Security of Equipment:** The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.

- Regular visible checks are made on the integrity of all sports/game's equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

**COSHH:** The COSHH Regulations place a duty on the employer to assess the risks to health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances. All hazardous substances that could cause any harm or risk to staff, young people or visitors will be kept locked away. Sufficient information is given to staff using hazardous products on their safe use, handling, storage and protective clothing, if required. Should additional information or advice be required this will be discussed with the Centre Manager and, if necessary the Board of Directors.

**Working at Height:** Any situations where work may need to be carried out at height will be completed by external contractors under their own liability and in conjunction with their own risk assessment procedures.

**Site Security:** While it is difficult to make the site totally secure, we will do all we can to ensure the centre is a safe environment for all who work or learn here. We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area and wear a visitors lanyard at all times whilst on the premises. Staff must report to the main office immediately any visitor who is not identified with a visitors lanyard. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Centre Manager immediately. The Centre Manager will direct any intruder to leave site straight away. If this does not occur the Centre Manager will contact the police immediately.

### **Selecting and Managing Contractors:**

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Board of Directors will take such actions as are necessary to prevent persons in their care from a risk or injury. The Board of Directors will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for the selection, appointment and monitoring of contractors working within the school premises require them to take into account:

- The Construction (Design and Management) Regulations 2015 - Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- The delineated area of the Works - including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor - hereafter and for the purposes of the contract termed 'the site'.
- The scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

### **Fire Safety**

In Accordance with the 'Fire Safety Order' (2005) Utopia undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Board of Directors complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances.
- develop fire procedures and provide staff training (repeated periodically where appropriate).
- ensure the safety of staff or anyone else legally on the premises.
- carry out fire drills and contact emergency services when necessary.
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation).
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved)
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

**Legal Status** - This policy has been prepared with regard to the:

- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards) (England)(Amendment) Regulations currently in force.
- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014)