




Health & Safety Policy Statement 2023/24

Version Number	2		
Next Review Date	01/03/2024		
Related Policies and Guidance Documents	All policies included. INDG232 Guidance for Independent Schools April 2019		
Related Regulations	Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 Workplace (Health, Safety and Welfare) Regulations 1992 Health & Safety (Consultation with Employees) Regulations 1996		
Annexes and Supplementary Info	Annex A – Health and Safety Policy Arrangements.		
Responsible Person	Brian Jones (Chair of Trustees)		
Responsible Person Signature			
Document History	Version	Author	Notes of Revision
	V1 2021	Arion	Policy Creation
	V2 2022	Arion Ltd	Reviewed in line with the review date
	Current	Arion Ltd	Reviewed in line with the review date



Health & Safety Policy Statement

Statement of Intent

Hope House School is a small independent special school which is a charity and educates and supports people of all ages who have an autism spectrum disorder.

This Statement recognises Hope House School obligations under the Health and Safety at Work etc. Act 1974 and The Education (Independent School Standards) Regulations 2014.

Hope House School in the conduct of its activities will ensure that it:

- Protects the health, safety and welfare of its employees, students and visitors who may be affected by its activities.
- Limits adverse effects on and adjacent to the area in which those activities are carried out.
- Meets its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries, and ill health.

Hope House School will also, so far as is reasonably practicable:

- Provide and maintain safe working environments that are without risks to health, safety and welfare.
- Set standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, students, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes, working systems.
- Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Train all employees to be aware of their responsibilities regarding relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- Ensure that contractors undertaking work for the school are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Co-operate with appropriate authorities and technical organisations to ensure policies are updated and Standards reviewed to reflect best practices.
- Undertake inspection, audit and review activities to ensure the school's objectives for health, safety and welfare are being met.

Signed: Brian Jones (Chair of Trustees)

Date: 01/03/2023



Health and Safety Responsibilities and Arrangement

1. Introduction

- 1.1 Hope House School recognises its duties under the Health and Safety at Work Act 1974 and will abide by the act, accompanying regulations and ACOPs to ensure a safe working environment is promoted to all its employees, visitors, and contractors.

2. Responsibilities

2.1 Board of Trustees Responsibilities

- 2.1.1 In order to meet the objectives set out in this policy, the Board of Trustees will ensure that adequate resources, including money and time, are made available for the provision of health, safety and welfare within the workplace, ensuring a safe working environment is implemented.
- 2.1.2 Ensure the provision and maintenance of plant and equipment, systems of work, and a workplace and environment, which are safe, and without risk to health.
- 2.1.3 If working from home, suitable, and sufficient resources shall be made available to ensure that the working environment is safe for staff and other family members alike.
- 2.1.4 Protective clothing and equipment shall be provided for all employees and students when the nature of the activities being carried out, or statutory provision, requires the use of such personal protective equipment or highlighted on the relevant risk assessment.
- 2.1.5 Recruit and promote personnel based on their ability to perform the required task. This will be regardless of their colour, race, nationality, sex, ethnic origins or any mental or physical disability.
- 2.1.6 Safeguard employees, students and others from foreseeable hazards connected with work activities, processes, working systems.
- 2.1.7 Ensure that when new substances, machinery, equipment, processes, or premises are introduced, adequate guidance, instruction, training, and supervision are provided for safe methods of work to be developed.
- 2.1.8 Train all employees to be aware of their responsibilities regarding relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- 2.1.9 Ensure that contractors undertaking work for the school are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- 2.1.10 Promote good health amongst employees and students and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- 2.1.11 Co-operate with appropriate authorities and technical organisations to ensure policies are updated and Standards reviewed to reflect best practice.
- 2.1.12 Undertake inspection, audit, and review activities to ensure the school's objectives for health, safety and welfare are being met.

2.2 Headteacher Responsibilities

- 3.2.1 Assisting to implement the arrangements set out in the policy, ensuring the health, safety, and welfare of all employees, students, visitors and contractors are protected.
- 2.2.2 Support will be provided by the appointed safety advisors, Arion Ltd, who will monitor compliance with the requirements and give advice on health, safety and welfare matters generally.
- 2.2.3 Conduct regular safety inspections, either in-house or through competent external providers.



2.3 Senior Leadership Team Responsibilities

- 2.3.1 Ensure all employees are adequately trained for the tasks they are asked to carry out.
- 2.3.2 Ensure the employee has the correct PPE and equipment for their job roles, and any changes are implemented as quickly as possible.
- 2.3.3 Encourage employees to report accidents, incidents, poor health or wrongful acts.

2.4 Employees Responsibilities

- 2.4.1 Each employee shall recognise personal responsibility for observing the School's Safety Policy, Instructions and Procedures, and should develop interest and enthusiasm in any health, safety, and welfare issues.

3. Policy

3.1 Communication and Consultation

- 3.1.1 The School is committed to creating and maintaining a positive Health & Safety Culture and fervently believe that to achieve this, all members of staff, irrespective of grade or position should have their views heard and feel confident to be able to come forward with suggestions.
- 3.1.2 In accordance with School policy, the Health & Safety (Consultation with Employees) Regulations 1996 and using INDG 232 as a guide, the schools will consult employees on changes in work practices that may affect them, such as the introduction of new equipment and materials, and changes to risk assessment and method statements.
- 3.1.3 Although not all suggestions may be enacted within the school, all reasonable suggestions will be brought to the safety committee for consideration.

3.2 Safe Working Environment

- 3.2.1 The School will ensure a safe working environment is adopted. The relevant arrangements are provided as individual policy documents they are listed in Annex A.
- 3.2.2 All employees, students, visitors and contractors will carry out works with safe equipment, and machinery.
- 3.2.3 All employees, students, visitors and contractors will be provided with the correct information, instruction, and training required to work safely in the workplace environment.
- 3.2.4 The School will ensure adequate supervision is appointed at all times, to ensure safe practices are being adhered to be all.

3.3 Risk Assessments

- 3.3.1 For all activities for which significant hazards and levels of risk have been identified, safe working practices and procedures shall be developed and adopted to ensure that the school complies with its statutory duties in respect of such activities.
- 3.3.2 Generic risk assessments and procedures will be followed, where appropriate. Where necessary, these will be adapted to meet the specific needs of a particular situation, or where possible giving due consideration to circumstances a new assessment shall be made or a significant risk has been highlighted or appeared.
- 3.3.3 Any measures identified, either existing or additional, shall be conveyed to those members of staff affected, in order that the risks may be minimised and controlled.
- 3.3.4 All assessments and the control measures identified shall be monitored as to their effectiveness and may be revised in the light of experience or amended to suit specific circumstances as and when the need arises.

3.4 Performance Monitoring

- 3.4.1 Carry out regular audits to ensure compliance, and report findings to the relevant chain of commands, as necessary, for resolution.
- 3.4.2 Monitor statistics, such as accident reports, to ensure safe working environments are being adhered to, and there is positive safety culture in the workplace.



3.5 Contractors & Sub-Contractors

- 3.5.1 Any contractors or sub-contractors who are invited to work for the school will fill out the Contractor Competency Check form before being allowed to carry out any work for or with the school. They will be inducted into the Health & Safety policies herein and as with all staff members are to ensure that they comply fully with all instructions, systems and safety measures that have been put into place to ensure the health, safety and welfare at work of everyone in the workplace whether visitors or staff.
- 3.5.2 Contractors and sub-contractors must not attempt to use any equipment or work in any area of the school without prior authority, guidance, or escort.
- 3.5.3 Any contractor or sub-contractor who is found to be deliberately or consistently negligent in the performance of their duty, in relation to the school health and safety policy will be removed from our list of approved suppliers.

4. Training

- 4.1 The School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency, and health and safety throughout its operations. Therefore, full use will be made of any guidance and/or training available, either in-house, or through trade associations, professional bodies, and others as and when appropriate.
- 4.2 No persons shall be permitted to carry out any work process, or operate any machinery or equipment belonging to, hired, or in use by, the school unless they have been suitably trained and duly authorised.

5. Monitoring and Review

- 5.1 The foregoing is a general statement of the school's health and safety policy and is supported by the further sections which detail the organisational structure and the arrangements in force for ensuring that the aims and objectives contained within this policy are achieved.
- 5.2 This policy will be reviewed by the appointed advisors, working with the school safety representatives and Board of trustees responsible:
 - 6.2.1 Upon significant change when deemed necessary.
 - 6.2.2 At least annually on the anniversary of its signing
- 5.3 The Appointed Safety Adviser for the School is Arion Ltd – 01529 413347