



HEALTH AND SAFETY POLICY STATEMENT

of

Pollytech

Section A –STATEMENT OF INTENT

A1: Statement of intent

The Headteacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and students are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, students, and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage, and transport of articles.
- provide suitable information, training, instruction, and supervision to keep all staff, students and visitors safe.

Signed: *E. Wood*

Headteacher: Ellie Wood

Date: 18/07/2025

Signed:

Governance

Date:

It is the policy of Pollytech to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide a healthy and safe working environment. Pollytech health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the policy and achieve the stated objective.

Pollytech is committed to ensuring the health, safety and welfare of Staff, Students, and members of the public, Visitors, and the Disabled.

Key Objectives:

To achieve the stated aims the centre has the following key objectives:

- To comply with the requirements of relevant legislation.
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and control those risks.
- To ensure that employees, students, volunteers, and others are adequately informed of the identified risks and where appropriate receive instruction, training, and supervision.
- To consult with employees' and students' representatives on health and safety matters.
- To safeguard the environment from the effect of any of the establishment's activities.
- To monitor and review the effectiveness of arrangements and where appropriate implement improvements.
- To provide health surveillance where appropriate.
- To monitor and risk assess all outdoor activities.
- To ensure that the demands of activities do not exceed the capabilities of the staff or students to

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carry out the work without risk to themselves or others.

- The health and safety designated member of staff (Shaun Pollard) will have responsibility for reporting hazards and risks, in response to those identified by members of staff. This person will also be authorised to take immediate action where this is deemed necessary for the welfare of employee's, students, and others.
- The Pollyteach Health and Safety policy will be continually monitored and updated when changes in the scale and nature of operations occur. The policy will be updated at least every twelve months.

Section B – ORGANISATION

B1: Employer Responsibilities

Pollyteach as the employer has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, students, and others as 'officer in charge' of the premises.

The Headteacher will ensure the overall implementation of the policy.

B2: Headteacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.
- To include health and safety issues in the school improvement plan, if necessary.
- To carry out regular health and safety inspections and take remedial action as appropriate.
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- To liaise with property and infrastructure support and/or the building maintenance, and/or with contractors to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures, including **lockdown procedures**, are in place and tested.
- To ensure that adequate first aid provision is available and kept up to date.
- To report health and safety issues to the governance body on a regular basis.
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members, but the responsibility remains with the Headteacher.

B3 – Governance Responsibilities

- Responsibility for the health and safety of pupils lies with the governance body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governance body will promote a strategic overview for health and safety.
- The governance body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
- The governance body will make adequate provision for maintenance of the school premises and

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equipment, within the school's delegated budget.

- The governance body will support and monitor health and safety within the school.
- The governance body can consider appointing a governor to coordinate health and safety from a strategic point of view.

B4 – Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Headteacher or their line manager.

B5 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety, and welfare of the employees.
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Investigate complaints made by an employee they represent about their health, safety, or welfare in the workplace.
- Present the findings of investigations to you.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

B6 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns. Health and Safety is addressed on all appropriate staff meeting agendas.

B7 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: Offices / kitchens/ Main notice board
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- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff and Portland.
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils, and visitors to ensure their health and safety.

B8 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Leadership Team.
- Training will be identified, arranged, and monitored by the Leadership Team and the governance body.
- Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date with the support of Portland College.

B9: Monitoring

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds.
- The governance body is responsible for investigating accidents although the accountability lies with the Headteacher and Portland College.
- Line Managers are responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher and Portland College.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence, with the guidance of Portland college.

Section C – Arrangements

C1: School Activities

- The Headteacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governance body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- The Headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks.
- All risk assessments will be reviewed on an annual basis or when the work activity changes.

C2: Visitors

- All visitors shall be directed by clear signage to the reception, where appropriate arrangements for the signing in and out will be provided. For professionals, identity badges will be requested to be seen.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

C3: Fire and Emergency Procedures

- The Headteacher and Portland College are responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

All staff should:

1. Be aware of fire drill procedures and fire drill notices in all rooms and areas.
2. Know the position of fire exits
3. Know the position of fire extinguishers



4. Know how a fire alarm is raised
 5. Ensure that fire doors are unlocked, not wedged open and are not blocked.
 6. Fire extinguishers, fire alarms and emergency lighting are maintained annually.
- Emergency evacuation/lockdown procedure will be practised three times a year and a record will be kept:

A record will be kept by: The Head of Centre on each site in the site folder

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out weekly:

Name of tester: Estates team at Portland College or Head of Centre

- The fire logbook will be kept:

Specify who will keep the log and where: Estates team at Portland College or Head of Centre

The Fire Log book is kept with the fire alarm/fire panel

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

Name of Responsible Person for Fire Safety: Estates team at Portland College or Head of Centre

C5: Maintenance of Fire Precautions:

The Headteacher, with support of Portland College, will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be kept on the safeguarding display in offices and information delivered to staff annually about how to action this

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threat.

C7: First Aid Arrangements

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school. Following The Health and Safety (First Aid) regulations 1981 – revised 2013, third edition.

A list of first aiders and contact details can be found: on notice boards at centres

- The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located at: in first aid rooms/ other appropriate lockable space

- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508 (reporting of an injury or dangerous occurrence) in line with guidance from Portland College.
- The school will follow procedures for reporting of injuries as required by Portland College.
- All reportable incidents under RIDDOR '95 (reporting of injuries, diseases, and dangerous occurrences regulations) will be reported to the HSE by Portland College.

HSE Contact Details: Incident Contact Centre

www.hse.gov.uk

All accidents, cases of work-related ill health and near misses are to be reported to the Headteacher, or Deputy, or Head of Centres and recorded using the Portland College accident form.

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance as required.

C8: Information Technology

- The headteacher will ensure that suitable arrangements are in place for the use of Information Technology.
- Where laptops are used, implement safe systems of work including charging.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002) in line with Portland College policy.

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for students and staff, medical

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accommodation, and indoor temperatures.

C10: Safe Handling and Use of Substances

- The Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments with the support of Portland College.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes.

C11: Inspection of Premises, Plant and Equipment

- The Headteacher will arrange for formal inspections of the premises, plant, and equipment to take place three times a year and support Portland College on drawing up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of staff.
- Access to storerooms; should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the Asbestos policy, will be followed. Portland College will be notified immediately.

C12: Asbestos Management

Headteacher will notify Portland College who will undertake all necessary actions regarding Asbestos management.

C13: Legionella Management

Portland College coordinate annual testing and weekly monitoring in line with this. Where problems arise, Headteacher will notify Portland College who will undertake all necessary actions regarding Legionella management.

Portland College hold records.

Supervision of Students

The school behaviour policy must be followed in order to ensure the safety of students.

Blood spillages

Blood spillages should be reported immediately to first aiders. Only trained first aiders and persons HSWA and COSHH trained should be responsible for the cleaning of blood spillages. Personal Protective Equipment should be worn when dealing with any kind of blood spillage. Immediate report to Portland College.

Accidents

All accidents must be reported immediately and entered in the accident form online and reported to Portland College. All known bumps to the head area will be treated by cold compress and reported to the relevant staff to ensure continuous observation. Communication home will take place about the injury. In circumstances that are appropriate information will also be passed to the referrer.



Emergency Medical Treatment

All parents shall be notified where medical treatment is required or suggested by a medical professional at hospital or GP.

Administration of Medicines/Medical Treatment

The school has a procedure for the **Administration of Medicines**.

Infectious Diseases

SLT and Heads of Centre are to be informed whenever a student is known to have an infectious disease. It may sometimes be necessary to inform all parents.

Electrical Safety

All staff should monitor the condition of plugs, cables, and electrical equipment. All staff are required to report to the Business Manager any damaged electrical apparatus or wiring – both portable and permanent.

Portland College coordinate relevant testing.

Staff must not attempt any repairs to electrical equipment.

Waste Disposal

Waste will be placed in appropriate bins within the building and its surrounds and removed each day by the domestic team. Any hazardous waste will be kept secure until removal.

Stacking and Storage

Materials, equipment, and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, students, or visitors.

Classrooms

Teachers will be alert daily to the following and will report any hazards to the Headteacher:

- Equipment should not have any signs of obvious damage, strained flexes, dangerous use of extension cables or over-loading of power sockets
- The lay-out of furniture and equipment – secure if necessary (E.g., tall shelves secured to walls)
- Whether materials and equipment are stored properly
- Are there safe methods of dealing with harmful materials?
- Is there any obvious malfunctioning of heaters or lights?
- Are the radiators kept clear?

Manual Handling

Injuries can be caused by incorrect lifting, moving, and handling of objects (which need not be large or heavy), or people. Generic risk assessments as and when necessary are undertaken and staff engaged in the specific activities will be required to adopt the safe working practices outlined, after the appropriate training.

Premises and Equipment



The Headteacher will arrange for a visual inspection of the premises, plant, and equipment each term. These routine checks may be undertaken by a combination of staff and Portland College.

Physical Education and Games

These activities will be conducted within the recommendations of 'Safe Practice in Physical Education' (Revised 1996).

Stress

Counselling arrangements can be made via the Portland College for staff. Counselling arrangements can be requested by School through relevant referral documentation or email correspondence with referrers.

Alcohol and Drugs

The abuse of alcohol or drugs is a hazard and if there is any suspicion that a member of staff, student or visitor is incapacitated, this must be reported to the Headteacher / head of centres/ DSL and any other relevant party.

Contractors

Coordinated by Portland College.

Working Alone

There is a potential risk to a member of staff working alone on the school premises. A lone working risk assessment should be carried out. It is important that a responsible person is aware that they are on the school premises and that the person has a mobile phone. Lone working is discouraged and planned to be avoided where possible.

Outside Play Equipment

The external play equipment will only be used when supervised. Such equipment will be checked daily by all staff for any apparent defects and particularly for contamination by animals. Maintenance is coordinated by Portland College.

Trips and Visits

Please refer to the School Visits policy. Separate procedures and risk assessments are in place.

Risk Assessments

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Headteacher and Portland College. The results of the risk assessments must be brought to the attention of those employees to whom they relate.

Training

The Headteacher is responsible for appropriate staff to receive the necessary training to effectively complete their role. Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. This can be raised through Line Management or Training Request Form. Records will be kept between Leadership Team and Portland College.

Working at heights



All work undertaken at height should comply with current guidance and legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Work at height Regulations 2005

Working at height includes any activity where a person could fall and suffer injury or death. If possible, working at heights should be avoided, but if necessary for a low risk assessment, then a step stool, stepladder or ladder may be used. Standing on tables, chairs or other furniture is not allowed. Ladders and step ladders should be checked prior to use.