

ARGYLE HOUSE HOLDINGS LTD
Operating Name: ARGYLE HOUSE SCHOOL
HEALTH & SAFETY POLICY
To be revised September 2025

1.0 General

1.1 The Headteacher/CEO of Argyle House Holdings Ltd notes the provisions of the **Health and Safety at Work, etc. Act 1974 (s.3(1) and Management of Health & Safety at Work Regulations 1999**, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practical, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of pupils, staff and others using the School premises or participating in School-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

1.2 The aim of the Headteacher/CEO is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors."

1.3 The arrangements outlined in this statement and the various other safety provisions made by the Directors cannot prevent accidents or ensure safe and healthy working conditions. The Directors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Directors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in School-sponsored activities.

2.0 The Duties of the Directors

2.1 In the discharge of their duty the CEO in consultation with the Headteacher will:

- a) Make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the **Management of Health and Safety at Work Regulations 1999**;

- b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;
- c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- d) Identify and evaluate all risks relating to:
 - i) accidents
 - ii) health
 - iii) school sponsored activities (including work experience)
- e) Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risks to staff, pupils and others;
- f) Create and monitor the management structure.

2.2 In particular the Headteacher/CEO undertake to provide:

- a) A safe place for staff and pupils to work including safe means of entry and exit;
- b) Plant, equipment and systems of work which are safe;
- c) Safe arrangements for the handling, storage and transport of articles and substances;
- d) Safe and healthy working conditions which take account of all appropriate:
 - i) statutory requirements;
 - ii) codes of practice whether statutory or advisory;
 - iii) guidance whether statutory or advisory.
- e) Supervision, training and instruction so that all staff and pupils can perform their School-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Headteacher/CEO will ensure that within the financial resources available, such training is provided. Pupils will

receive such training as is considered appropriate to the School-related activities, which they are carrying out. All training will be regularly updated;

f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;

g) Adequate welfare facilities.

2.3 So far as is reasonable and practicable the CEO, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- a) This policy;
- b) All other relevant health and safety matters;
- c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 Duties of the Headteacher

3.1 As well as the general duties which all members of staff have (see 5.0), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School and will take all reasonably practicable steps to achieve this end through nominated representatives of the teaching, nursery and office staff, the catering staff and the School caretaker.

3.2.1 The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular the Headteacher will:

- a) Be aware of the basic requirements of **The Health and Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999** and any other health and safety legislation and codes of practices relevant to the work of the School;

- b) Ensure, at all times, the health, safety and welfare of staff, pupils and others using the School premises or facilities or services or attending or taking part in School-sponsored activities;
- c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the School premises and facilities;
- d) Ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus, so that each risk is carried out to the required standards and so that all risks are controlled;
- e) Consult with members of staff, including the safety representatives, on health and safety issues;
- f) Arrange systems of risk assessment to allow the prompt identification of potential hazards;
- g) Carry out periodic reviews and safety audits on the findings of the risk assessment;
- h) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs to receive adequate and appropriate training and instruction in health and safety matters;
- i) Encourage staff, pupils and others to promote health and safety;
- j) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- k) Encourage all employees to suggest ways and means of reducing risks;
- l) Collate accident and incident information and, when necessary, carry out accident and incident investigations;

- m) Monitor the standard of health and safety throughout the School, including all School-based activities, encourage staff, pupils and others to achieve the highest possible standards and monitor those who consistently fail to consider their own well-being or the health and safety of others;
- n) Monitor first aid and welfare provision;
- o) Monitor the management structure, along with the CEO.

4.0 The duties of Nominated Representatives

- 4.1 All nominated representatives will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice, which are relevant to the work of their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Headteacher.
- 4.3 They will take a direct interest in the School's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
 - a) Safe methods of working exist and are implemented throughout their area of responsibility;
 - b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
 - c) Staff, pupils and others under their jurisdiction are instructed in safe working practices;
 - d) New employees working within their areas are given instruction in safe working practices;
 - e) Regular safety inspections are made of their area of responsibility as required by the Head as necessary;

- f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and other;
- g) All plant, machinery and equipment in the areas of the School in which they work is adequately guarded;
- h) All plant, machinery and equipment in the areas of the School in which they work are in good and safe working order;
- i) All reasonably practicable steps are taken to prevent the unauthorized or improper use of all plant, machinery and equipment in the areas of the School in which they work;
- j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas of the School in which they work;
- k) Toxic, hazardous and highly flammable substances in the areas of the School in which they work are correctly used, stored and labelled;
- l) They monitor the standard of health and safety throughout the areas of the School in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- m) All the signs used meet the statutory requirements.
- n) All health and safety information is communicated to the relevant persons.
- o) They report, as appropriate, any health and safety concerns to the appropriate individual

5.0 The Duties of all Members of Staff

- 5.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice which are relevant to the work of the areas of the School in which they work. They should:

- a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
 - b) As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- 5.2 All staff are expected to familiarize themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 5.3 In particular all members of staff will:
- a) Be familiar with the safety policy and any and all safety regulations as laid down by the Headteacher/CEO;
 - b) Ensure health and safety regulations, rules, routines and procedures are being applied, effectively by both staff and pupils.
 - c) See that all plant, machinery and equipment is adequately guarded;
 - d) See that all plant, machinery and equipment is in good and safe working order;
 - e) Not make unauthorized or improper use of plant machinery and equipment;
 - f) Use the correct equipment and tools for the job and any protective equipment or safety devices, which may be supplied;
 - g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
 - h) Report any defects in the premises, plant, equipment and facilities which they observe;
 - i) Take an active interest in promoting health and safety and suggest ways of reducing risks.

6.0 Hirers, Contractors and Others

- 6.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document;
- 6.2 The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times;
- 6.3 When the School premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purpose of this policy, the organizer of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section;
- 6.4 When the premises are hired to persons outside the employ of the CEO, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the CEO and that they will not without prior consent of the Headteacher/CEO:
- a) Introduce equipment for use on the School premises;
 - b) Alter fixed installations;
 - c) Remove fire and safety notices or equipment;
 - d) Take any action that may create hazards for persons using the premises or the staff or pupils of the School.
- 6.5 Contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999** and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take actions to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury;

6.7 The Headteacher/CEO draw attention of all users of the School premises (including hirers and contractors) to s.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 interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

7.0 Codes of Practice and Safety Rules

7.1 In conclusion with the Directors (where appropriate) and taking into account the requirements of this statement, will approve (where necessary) codes of practice for the observation of safety requirements in School;

7.2 From time to time the DfE, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, which will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he/she will be required to demonstrate to the satisfaction of the CEO that they have already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

8.0 Risk Assessment

The Headteacher will ensure that a risk assessment survey of the premises, methods of work and all School-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of all such surveys will be reported to the CEO.

9.0 Emergency Plans

9.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the School in danger. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) Save life
- (b) Prevent injury
- (c) Minimize loss

This sequence will determine the priorities of the emergency plan.

9.2 The plan will be agreed by the Headteacher/CEO and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the CEO.

10.0 First Aid

10.1 The arrangements for first aid provision will be adequate to cope with all major incidents;

10.2 The number of certificated first-aiders will not, at any time, be less than the number required by law;

10.3 At the discretion of the CEO, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Headteacher/CEO after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the Headteacher as that being sufficient to meet the needs of all foreseeable circumstances;

10.4 Supplies of first aid material will be held at various locations throughout the school. These locations will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay;

10.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities;

10.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment on the School premises or as part of a School related activity.

11.0 School Security

11.1 At Argyle House School all staff are required to carry identification badges; these are updated on a yearly basis. Any visitors to school, must firstly report to the school office where they will be asked to sign in and be given a visitor's identification badge. Those visitors who are volunteering for a period of time (three weeks or longer) must complete all the relevant checks before they can start. Those adults helping on the occasional activity who have not undergone the check will remain under the supervision of school staff. All contractors report to the main office and must be accompanied by

the school caretaker to the area they are working in, where they will be supervised until the work is complete.

11.2 The school has an up-to-date CCTV system and no one can gain entry to the site unless they are allowed entry by the main office.

11.0 Review

11.1 The Headteacher/CEO will review this policy statement annually and modify or amend it as it considers necessary to ensure the health, safety welfare of staff and pupils.

Signed: *J Forsyth*
(Directors)

Date: 04.09.2024

Signed: *C. Johnson*
(Headteacher)

Date: 04.09.2024