

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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## Health & Safety Policy and Procedures

*This policy is available from our website ([halcyonschool.com](http://halcyonschool.com)) and in hard copy on request. It has been formulated using: DfE [Health and Safety on Educational Visits \(2018\)](#)*

*This policy should be considered alongside and in conjunction with the suite of policies concerning the safety and welfare of students: Anti-Bullying (incorporating E-Safety); Behaviour & Discipline; Educational Trips (incorporating Health & Safety of Students Outside School); First Aid; Supervision; Safeguarding & Promoting Welfare of Children*

*This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*



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### 1. General Policy

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

### 2. Organisation and Responsibilities

This section sets out the health and safety responsibilities of key personnel within the organisation.

### 3. Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

### 4. Safety Records (this section may be in a separate folder)

This section contains

- a. an Annual Review of our Health and Safety System and Procedures;
- b. periodic Checklists created specifically for individual roles and responsibilities;
- c. a comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation. Records relating to Fire Safety Management will be found in your Safety Management System;
- d. a system for keeping health and safety training records;
- e. a section for accident and incident reporting, and investigation.



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### 1. Health and Safety Policy

**General Policy:** This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

**Health and Safety General Policy Statement:** This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

**Organisation:** This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

**Relevant legislation:** This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

**Safety Arrangements:** This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

**To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.**

**We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.**



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### A. Health and Safety General Policy Statement

Halcyon London International School recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level. Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business. This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- I. providing leadership and adequate control of identified health and safety risks;
- II. consulting with our employees on matters affecting their health and safety;
- III. providing and maintaining safe plant and equipment;
- IV. ensuring the safe handling and use of substances;
- V. providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- VI. ensuring that all workers are competent to do their work, and giving them appropriate training;
- VII. preventing accidents and cases of work related ill health;
- VIII. actively managing and supervising health and safety at work;
- IX. having access to competent advice;
- X. aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- XI. the provision of the resources required to make this policy and our health and safety arrangements effective.

We also recognise;

- XII. our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- XIII. our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.



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Signature..... (On behalf of the Board)      Date: September 2020

### B. Record of Periodic Review of our Health and Safety Policy

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews we have undertaken. Our Peninsula Health and Safety Consultant will also review our system and documentation during their routine visits to ensure that they meet current statutory requirements and good practice relevant to our business.

This record should be endorsed by all persons who carry out these periodic reviews (including Peninsula Health and Safety Consultants).

DATE NAME OF REVIEWER(S)	OUTCOME (State – No change required or explain any required changes)	Where changes are required call the Business Safe Advice Service, 0844 892 2785, and record here the date of your call
October 2015	Pamela Sears Updated for changes in Personnel	
October 2016	Pamela Sears Updated for changes in Personnel	
November 2017	Jon Taylor Updated for changes in Personnel	
September 2018	Jon Taylor Updated for changes in Personnel	
September 2019	Jon Taylor Updated for date changes	
September 2020	Jon Taylor Updated for changes in Personnel	



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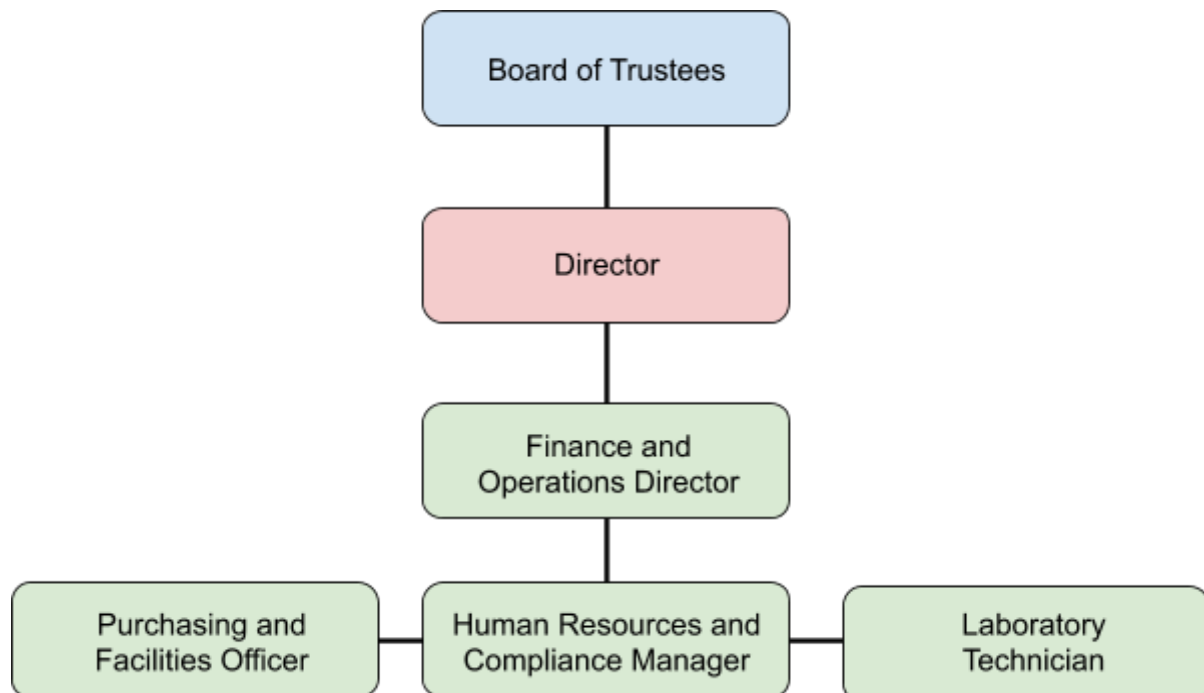
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## 2. Organisation

### A. Health and Safety Management Structure

Although the Board of Trustees have overall responsibility for the implementation of this policy, day to day responsibility for particular issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart which appears later in this document.



### 3. Health and Safety Management Responsibilities

The Board of Trustees have recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

#### I. General

- a. Provide and resource an effective health and safety management system.
- b. Make arrangements to consult with employees on health and safety matters.
- c. Arrange and maintain appropriate Employers' Liability Insurance cover.
- d. Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- e. Ensure that contractors (when used) are competent and monitored during work.
- f. Ensure that a process is in place to identify and report hazards.
- g. Ensure that all employees receive appropriate health and safety training.
- h. Provide measures to protect the health and safety of employees working alone.
- i. Monitor the health and safety performance of the organisation

#### II. Occupational Health

- a. Ensure that adequate procedures are in place to identify and address occupational health risks.
- b. Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- c. Implement measures to reduce stress within the workplace.

#### III. Accidents, Incidents and First Aid

- a. Record accidents and incidents.
- b. Complete accident and incident investigations, identify causes and measures for prevention.
- c. Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- d. Ensure that adequate first aid arrangements are in place.

#### IV. Fire and Emergency Arrangements

Ensure that;

- a. Adequate arrangements are in place to deal with fire safety at our premises

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- b. Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- c. Emergency equipment is provided, tested and maintained appropriately.
- d. Adequate Fire Risk Assessments are completed.

### V. Risk Assessment

Ensure that;

- a. Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- b. Risk assessments are documented.
- c. The outcomes of risk assessments are carefully explained to the workforce.

### VI. Premises

- a. Provide a suitable and safe working environment for employees with adequate welfare facilities.
- b. Ensure that the fixed electrical installation is adequately installed and maintained.
- c. Introduce and maintain measures to control and manage the risks from asbestos.
- d. Ensure good housekeeping standards are instigated and maintained.
- e. Provide suitable and sufficient maintenance of the facilities provided within the workplace.

### VII. Equipment

Ensure that;

- a. All equipment provided by the organisation is suitable and properly used.
- b. All work equipment is adequately maintained and safe.
- c. Portable electrical appliances are adequately maintained, inspected and tested.
- d. Appropriate hand tools are provided and maintained.
- e. Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

### VIII. Substances

Ensure that;

- a. All substances are used safely.
- b. All substances are appropriately stored.



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### IX. Managers and supervisors

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, sets out specific delegated health and safety responsibilities and identifies the managers and supervisors they are allocated to. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

#### Employee and workers' responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically we expect employees to;

- a. Ensure that company policies and procedures are read, understood and followed at all times.
- b. Ensure that isolation and lockdown procedures are followed at all times.
- c. Follow booking on and off site procedures at all sites (including head office).
- d. Take reasonable care for their health and safety and the safety of others whilst at work.
- e. Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- f. Visually inspect tools, PPE and equipment prior to use.
- g. Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- h. Follow all safety instructions and guidance when using equipment
- i. Report any Good Catches, incidents, accidents and non-conformances to the H&S manager.
- j. Contribute to the promotion of health and safety in the workplace
- k. Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- l. Follow the safety instructions of senior management.
- m. Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- n. Comply with legislation, Approved Codes of Practice and guidance notes.
- o. Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- p. Consult on health and safety matters and investigations to ensure a safe working environment is established.
- q. Seek advice from management on any issues relating to health and safety at work.
- r. Obey all site safety signs, general site rules and arrangements.

### X. Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace



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Checklists. The Board of Trustees have overall responsibility for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System

## XI. Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people or management positions.

Key

*BT - Board of Trustees*

*D - Director*

*FOD - Finance and Operations Director*

*HR - Human Resources and Compliance Manager*

*PFO - Purchasing and Facilities Officer*

*LT - Lab Technician*

<b>Safety arrangements</b>	<i>BT</i>	<i>D</i>	<i>FOD</i>	<i>HR</i>	<i>PFO</i>	<i>LT</i>
Managing Safety & Health at Work	✓	✓				
Accident, Incident, Ill Health Reporting and Investigation		✓	✓			
Workplace H&S Consultation - One-to-one		✓	✓	✓		✓
Risk Assessment and Hazard Reporting		✓	✓			
Substance & Alcohol Abuse		✓				



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Purchasing		✓	✓			
New and Expectant Mothers		✓	✓	✓		
Lone Working		✓	✓	✓		
Health & Safety Training		✓	✓			
Health & Safety of Visitors		✓	✓			
Personal Protective Equipment			✓			✓
Employing Agency and Temporary Staff		✓	✓	✓		
Safe Systems of Work		✓	✓			
Action on Enforcing Authority Reports	✓	✓				
Equality and Disability Discrimination Compliance	✓	✓		✓		
H&S Information for Employees		✓	✓			
Fire Safety - Arrangements and Procedures		✓	✓			
First Aid		✓	✓			
Welfare, Staff Amenities, Rest Rooms & the Working Environment		✓	✓	✓		
Housekeeping and Cleaning		✓	✓		✓	
Pest Control			✓		✓	
Building Services		✓	✓			
The Control of Hazardous & Non Hazardous Waste		✓	✓		✓	✓
Access, Egress, Stairs & Floors		✓	✓		✓	✓
Windows, Glass & Glazing in the Workplace		✓	✓			
Workplace Signs		✓	✓			
Premises		✓	✓		✓	
Electrical Safety	✓	✓	✓			

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The Provision, Use & Maintenance of Work Equipment		✓	✓		✓	✓
Hand Tools			✓		✓	
Office Equipment		✓	✓			
Storage of Chemical Substances & Agents		✓	✓		✓	✓
Control of Flammable Liquids		✓	✓		✓	✓
Slips, Trips & Falls		✓	✓		✓	
Special Events		✓	✓			
The Provision & Use of Machinery			✓			
The Safe Use of Machinery			✓			
Safety in Food Preparation Environments		✓	✓			
Manual Handling		✓	✓			
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓	✓	✓	✓	
Use of Chemical Agents & Substances		✓				✓
Asbestos at Work-ACMs Present & No Off Site Risk		✓	✓			
Stress in the Workplace		✓	✓	✓		
Aggression & Violence in the Workplace		✓	✓	✓		
Work with Children	✓	✓	✓			
Educational Visits	✓	✓	✓			
Schools & Nurseries	✓	✓	✓			
Contractor Control & Management		✓	✓			

**Note:** People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each

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should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

## XII. Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved. This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK). Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change. Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 0844 892 2785.

- *Building Regulations 2010 (as amended)*
- *European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment*
- *European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures*
- *European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended*
- *Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015*
- *Confined Spaces Regulations 1997*
- *Construction (Design and Management) Regulations 2015*
- *Control of Artificial Optical Radiation at Work Regulations 2010*
- *Control of Asbestos Regulations 2012*
- *Control of Electromagnetic Fields at Work Regulations 2016*
- *Control of Lead at Work Regulations 2002*
- *Control of Major Accident Hazard Regulations 2015*
- *Control of Noise at Work Regulations 2005*
- *Control of Substances Hazardous to Health Regulations 2002 (as amended)*
- *Control of Vibration at Work Regulations 2005*

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- *Corporate Manslaughter and Homicide Act 2007*
- *Dangerous Substances and Explosive Atmospheres Regulations 2002*
- *Electricity at Work Regulations 1989*
- *Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)*
- *Employment of Women, Young Persons and Children Act 1920.*
- *Equality Act 2010*
- *Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)*
- *Gas Appliances (Safety) Regulations 1995 (as amended)*
- *Gas Safety (Installation and Use) Regulations 1998*
- *Gas Safety (Management) Regulations 1996*
- *Hazardous Waste Regulations 2005 (as amended)*
- *Health and Safety Offences Act 2008*
- *Health and Safety at Work etc. Act 1974*
- *Health and Safety (Consultation with Employees) Regulations 1996*
- *Health and Safety (Display Screen Equipment) Regulations 1992*
- *Health and Safety (First Aid) Regulations 1981 (as amended)*
- *Health and Safety Information for Employees Regulations 1989 (as amended)*
- *Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)*
- *Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.*
- *Health and Safety (Training for Employment) Regulations 1990*
- *Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015*
- *Ionising Radiations Regulations 1999*
- *Lifting Operations and Lifting Equipment Regulations 1998*
- *Lifts Regulations 2016*
- *Management of Health and Safety at Work Regulations 1999 (as amended)*
- *Manual Handling Operations Regulations 1992 (as amended)*
- *Notification of Cooling Towers and Evaporative Condensers Regulations 1992*
- *Personal Protective Equipment at Work Regulations 1992 (as amended)*
- *Personal Protective Equipment Regulations 2002*
- *Regulation (EU) 2016/425 on Personal Protection Equipment*
- *Pressure Systems Safety Regulations 2000*
- *Provision and Use of Work Equipment Regulations 1998*
- *Radiation (Emergency Preparedness and Public Information) Regulations 2001*
- *The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)*
- *Regulatory Reform Fire Safety Order 2005*



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- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*
- *Safety Representatives and Safety Committees Regulations 1977*
- *Work at Height Regulations 2005 (as amended)*
- *Workplace (Health, Safety and Welfare) Regulations 1992*
- *Working Time Regulations 1998 (as amended)*

### Safety Arrangements Table

<b>Ref. Number</b>	<b>Title</b>	<b>Version</b>
SA-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-19	Employing Agency and Temporary Staff	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-4	Pest Control	v1



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SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non Hazardous Waste	v3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-11	Workplace Signs	v1
SA3-15	Premises	v2
SA4-1	Electrical Safety	v2
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-6	Control of Flammable Liquids	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-10	The Provision & Use of Machinery	v1
SA4-11	The Safe Use of Machinery	v1
SA4-34	Racking Storage Systems & Mezzanine Floors	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-12	Legionella Control	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16D	Asbestos at Work-ACMs Present & No Off Site Risk	v1
SA5-16H	Asbestos at Work-No Survey & No Off Site Risk	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA6-14	Work with Children	v1
SA6-15	Educational Visits	v1
SA6-16	Schools & Nurseries	v1
SA7-2	Contractor Control & Management	v1





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*Created and approved by Board of Trustees, February 2013.*

*Revised October 2016. Approved Board of Trustees, September 2016.*

*Revised September 2018. Approved Board of Trustees, September 2018.*

*Revised August 2019. Approved by the Board of Trustees 21 November 2019.*

*Revised, reviewed and approved by the Board of Trustees, September 24 2020.*

