Health & Safety Policy

Albright Education Centre

Sandwell Home and Hospital Tuition Service

Signed by Vice Chair of Governors:	
Signed by Executive Head Teacher	
Date ratified by Governing Body:	11.03.2026
Date of Review:	11.03.2027

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Health and Safety Policy Statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities as part of Albright Education Centre.

To meet these obligations, we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff, visitors and pupils; this will be achieved by:

- Effective leadership by governors, as well as the Head teacher and senior staff
- Participation of all employees; and
- Open and responsive communication

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; a copy will be displayed in the staff room and it will be available on our website. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for Albright Education Centre that the high standards we set ourselves will be achieved.

Organisation/responsibilities

- All staff within Albright Education Centre take seriously the need to ensure the health, safety and welfare of everybody within this service.
- Staff should be aware of Sandwell's Organisation and Arrangements for Health and Safety at Work and should be familiar with the school's procedures and named persons with responsibility for health & safety.
- Generic risk assessments are held centrally. All off site activities, including risk assessments, are processed through Sandwell's Evolve system.

The Governing Body

- Fully accepts its obligations with regard to the health and safety of all employees, pupils and visitors within our Service.
- Is committed to matters of health and safety, alongside all education activities within the Service.
- Upholds the commitments laid down in the Children and Families and Corporate Health and Safety Policy.
- Will ensure that a positive approach is taken with all members of staff to address both the needs, of and concerns of, employees and others.
- Will undertake regular monitoring, with appropriate action taken, to ensure continued good practice, development and improvement where necessary.
- Will work with the Service on carrying out a Health and Safety audit to ensure all systems are in place and are of a high standard.

The subcommittee will:

- Meet once a term
- Look at any accident, incident and near misses reports
- Review the measures taken to ensure the health and safety at work of employees, pupils and visitors
- Promote and develop measures to ensure the Health, Welfare and Safety of staff and pupils.
- Look at any incidents of violence and aggression.
- Carry out inspections of the centre as appropriate
- Understand that responsibility also falls on FM provider
- Minutes of any meeting will be referred to the full governing body.

To ensure that health, safety and welfare is considered at a local level the Governing body has decided that school health, safety and welfare matters be dealt with by the sub group of the governing body.

Head teacher responsibilities

- Promote a positive health and safety culture and lead by example.
- Ensure that arrangements and procedures are in place to protect the health and safety of staff, pupils and others.
- Monitor and review health and safety performance and take remedial action if required
- Monitor accidents, incidents and near misses and investigate thoroughly, taking action where needed.
- Ensure all employees carry out their health and safety duties and responsibilities.
- Ensure that appropriate resources are available to meet health and safety objectives.
- To be familiar with all current Health and Safety legislation which may affect their Service.
- To have appropriate IOSH certification, recognised by the Health and Safety Unit.
- Seek professional advice as necessary.
- Take appropriate action under established disciplinary procedures for any employee failing to comply with their safe working duties and responsibilities.
- Ensure that all employees, pupils and visitors are provided with adequate safety information, instruction and training to enable competency to minimise risks.

All Staff responsibilities

- To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
- To assist as required with the carrying out of risk assessments in their area of responsibility.
- To report to the Head Teacher and/or Line Manager if for any reason instructions on health & safety cannot be implemented.
- To cease work where there is imminent danger of harm, and to report immediately to their Line Manager and/or Network Manager.
- To carry out visual checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instruction.
- To report to the Head teacher and/or line manager, equipment defects.
- To report anything where maintenance or repairs are necessary.
- To report all hazards, accidents, near misses and incidents, whether or not they result in injury or property damage, in accordance with the Children and Young Peoples Service procedure.
- Not to interfere with, or misuse, anything provided for health, safety or welfare.
- To seek and offer advice as appropriate to improve health and safety performance.

- To behave in a manner at all time so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.
- To undertake on an annual basis, the LA's In the line of fire training.
- To work safely and efficiently
- To record near misses, or safety concerns in the 'Oops Book', in the staffroom.

Academy, Assessment Hub and Venture

The all-encompassing responsibility for the health and safety are as follows:

Mitie - Albright Academy
Glebefields Health Centre (NHS) – Assessment Hub
Challenge Academy - Venture

Everyone using the site has a duty to keep themselves and others safe and to address any cause for concern through a collaborative and committed approach.

Organisation – Health and Safety Management System

Policy Development

Albright Education Centre will keep our health and safety policy including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective

All local policies and procedures, and revisions to them will be authorised by the head teacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

Our policies, procedures and assessments will be made available to staff through staff meetings, on the appropriate board in the staffroom and via emails and the website.

Competent Advice

Key health and safety competencies required within the school will be determined by use of a training analysis. In addition, competent, trained school staff will receive expert, guidance and advice from the Health and Safety Support Unit at SIPS.

Planning and Prioritising

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health.

Measuring health and safety performance

We will undertake a range of active and reactive monitoring of our health and safety performance.

- Active monitoring- will include regular inspections of the workplace/self-auditing by the governors and senior management team to ensure our premises and systems of work are safe

- Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence

Auditing/inspecting health and safety performance

As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plan.

Arrangements for Health, Safety and Welfare

1] Visitors to Albright

- All visitors have a legal duty to care for their own health and safety and that of others whilst they are in the centre.
- All Visitors to the centre should report to reception show identification where appropriate, sign into the electronic system, wear a badge and be supervised by a member of staff while on the premises. (Office Manager /Site Manager / appropriate member of staff).
- The visitor`s pass should be returned to reception when leaving the premises, and visitors sign out in the electronic system.

- Contractors and service providers are the responsibility of Interserve FM but should still comply with the policy of Albright (first bullet point)

2] First Aid

- First aid boxes to be stocked as recommended by official documentation.
- First aid boxes are checked termly to ensure item are not used after the expiry date.
- Contents of the boxes are replenished as soon as possible after use.
- The minimum contents of the First Aid box should be:
    - One Leaflet giving general guidance on first aid
    - Contents list
    - Individually small, medium & large sterile gauze dressings x 2 of each
    - Individually wrapped, sterile, triangular bandages x 4
    - Crepe bandages
    - Safety pins
    - Sterile eye pads x 2
    - Eye wash x 3
    - Plasters – assorted
    - Adhesive tape / Micropore tape
    - Disposable nitrile gloves (pairs)
    - Crepe rolled bandages x 2
    - Resus face shield x 1
    - Alcohol-free cleansing wipes
    - Burn gel
    - Tweezers
    - Scissors
    - Hand gel
    - Apron
    - Instant Ice Pack x 1
    - Survival blanket

- A First Aid box is kept in the Reception office at both Albright Academy and Albright Plus, the Food room, the Science room and the Medical room.

- Travelling First Aid kits should be appropriate for the circumstance in which they are to be used. The following items should be included: -

    - One Leaflet giving general guidance on first aid
    - Contents list

- Individually small, medium & large sterile gauze dressings x 1 of each
- Individually wrapped, sterile, triangular bandages x 1
- Crepe bandages
- Safety pins
- Sterile eye pads x 1
- Eye wash x 1
- Plasters – assorted
- Adhesive tape / Micropore tape
- Disposable nitrile gloves (pairs)
- Crepe rolled bandages x 1
- Resus face shield x 1
- Alcohol-free cleansing wipes
- Burn gel
- Tweezers
- Scissors
- Hand gel
- Apron
- Instant Ice Pack x 1
- Survival blanket

- Additional items may be added for specialised activities if appropriate.
- An adequate number of first aiders will have up to date training in order to attend to pupils/staff/visitors who are taken ill.

- The following staff have current first aid training and are spread across both sites meeting Health and Safety allocations required

  - Mrs S Dunnaker – Paediatric First Aid
  - Mrs J Glover – Paediatric First Aid

  This will need to be renewed in September 2026

  - Mrs L Francis – Paediatric First Aid
  - Mr C Milne – Paediatric First Aid
  - Mrs J Powers – Paediatric First Aid
  - Miss L Smith – Paediatric First Aid

  This will need to be renewed in January 2027

  - Mrs S Adams – General First Aid
  - Mr R Aimes – General First Aid
  - Mrs D Bradley – General First Aid
  - Mrs O Crutch – General First Aid
  - Mr J Dhap – General First Aid

- Mr G Douglas – General First Aid
- Mr S Downey – General First Aid
- Mrs L Jones – General First Aid
- Mrs L Lawrence – General First Aid
- Mrs S Long – General First Aid
- Mrs S Morley – General First Aid
- Mrs D Neale – General First Aid
- Mr V Panjanaden – General First Aid
- Mrs J Parker – General First Aid
- Mr C Plant – General First Aid
- Miss J Powers – General First Aid
- Mr S Turner – General First Aid
- Mrs R Tymoshyshyn – General First Aid
- Mrs L Gadd – General First Aid
- Miss J Wilkes – General First Aid

This will need to be renewed in April 2027

- Mrs J Powers – First Aid at Work
- Mrs J Parker - First Aid at Work
- Mrs S Hayer – Fist Aid at Work
- Mrs L Francis – First Aid at Work
- Mr J Dhap – First Aid at Work

This will need to be renewed in April 2027.

- Mrs A Ford – First Aid at Work
- Mr C Milne – First Aid at Work

This will need to be renewed in November 2027.

- Miss N Hall – General First Aid
- Mrs P Hale – General First Aid

This will need to be renewed in November 2027

- Mr S Hale – First Aid in the Outdoors

This will need to be renewed in April 2028

- Mrs C Bennett – Emergency First Aid
- Miss A Cartwright – Emergency First Aid
- Miss S Chilton – Emergency First Aid
- Mr I Dhillon – Emergency First Aid
- Mr S Glasgow – Emergency First Aid
- Mr S Harris – Emergency First Aid
- Mrs J Hickman – Emergency First Aid
- Mr J Simmons – Emergency First Aid

- Miss J Whithers - Emergency First Aid

This will need to be renewed in May 2028

- If it is unavoidable that staff come into contact with bodily fluids then at least minimum precautions should be taken i.e.

◦Always wear gloves for handling items or surfaces soiled with blood or body fluids.
◦Wear gloves if you have scraped, cut, or chapped skin on your hands.
◦Change your gloves after each use.
◦Wash your hands immediately after removing your gloves.
◦Wash your hands and other skin surfaces immediately after they come in contact with blood or body fluids.

- The recommended method of dealing with any spillage is the use of special sanitising granules.
- Any spillages of blood or bodily fluids should be cleaned immediately. This should be done by Interserve Facilities Management.
- Staff carrying out first aid who are likely to come into contact with bodily fluids should follow the minimum precautions detailed above.

3] Accidents and Injuries

Definition: an accident is any unplanned event which results in, or might have resulted in, personal injury or damage to property or equipment.

- All accidents / Injuries should be recorded in the Accident/ Incident Book located in the main reception office. The Head teacher/SLT should be notified.
- Near misses will also be recorded. The 'Oops' Book is located in the staffroom.
- A review of accidents, incidents and near misses should be undertaken by the Health and Safety representative every half term and actioned accordingly.
- For any accident an investigation will be carried out and a report completed and escalated to the LA online DASH incident reporting on MySandwell if appropriate - https://sandwell-dash.achieveservice.com/.
- Injuries should be dealt with by a named first-aider and should be reported to the Head Teacher/SLT. In the case of serious injury, emergency services will be called and SLT and parents/carers contacted as soon as possible. A report should be completed and escalated accordingly.

4] Medication

- A record is kept in the main office of all medication provided for pupils.
- Prescribed medication for individual pupils is kept securely and self-administered by the pupils with written parents' consent.
- The named first-aider will check medication records termly.
- In the event of prolonged prescription medicine needing to be self-administered a health care plan will be drawn up by the pastoral deputy, parent/carer and relevant health professional.
- A defibrillator is available for use in an emergency and is stored in the main office.
- Designated staff have been trained in the correct use of the defibrillator.
- Read in conjunction with the Children With Medical Needs Policy (Appendix 2).

5] Fire Procedures

- The hospital service will follow Midland Metropolitan Hospital fire procedure policy.
- Full details of the fire procedures for Albright Centre are contained within the Fire Risk Assessment.
- A copy of evacuation procedures is displayed in all classrooms, reception area and staffroom.
- The Fire Log Book is maintained by Mitie and should be available for inspection as required. A record is also kept by the Head Teacher.
- Fire drills for the campus are carried out termly (responsibility of Mitie)
- Level 1 risk assessment is carried out on an annual basis.
- All staff undertake refresher fire training led by SIPS Education fire safety officer or complete In the Line of Fire Training on an annual basis.
- Albright Plus have their own evacuation procedures and is in line with this policy.
- Assessment Hub follow Glebefields Health Centre (NHS) fire policy and procedure.
- Albright Venture will follow Challenge Academy fire policy and procedure.

6] Other Serious or Imminent Danger

- All staff have a responsibility to take action in response to any incident which they reasonably believe to be a serious or imminent danger to themselves and /or others, including pupils and visitors on the service sites.
- Staff who believe there is serious or imminent danger have the authority to take appropriate action.
- Appropriate action could include:

  Evacuation of a classroom

  Isolation of a classroom

  Closing off access to a classroom

- If such action is taken the staff member must inform the Head teacher/ SLT as soon as is possible or practicable, and an investigation carried out.

7] Electrical Equipment

Mitie are responsible for the inspection and testing of portable electrical equipment which should be undertaken on at least an annual basis. Additional testing is carried out by Mr S Glasgow, Site Manager.

All staff are responsible for visual inspection of electrical equipment for any obvious signs of damage and any queries reported immediately.

Any item failing an inspection should be taken out of service immediately until such time as it can be repaired, retested or scrapped.

Under no circumstances should staff bring electrical items into school as they may compromise the safety of the building and the people within.

Kettles should only be used in designated areas. Hot drinks should only be prepared in designated areas and pupils supervised appropriately.

8] Asbestos

Responsibility of Mitie.

9] Violence and Aggression

If any member of staff is subjected to any aggression across the sites, the Hospital or on Home Tuition they should inform the Head Teacher/Deputy Head Teacher immediately.

A written report should be completed on Incident report form (appendix 1) and appropriate action will be taken by the Head Teacher to deal with such situations.

10] Off site visits

All off site visits should follow the Off Site Visits Risk Assessment Policy.

Named Persons

Executive Head teacher – K. Hazelwood

Head of School – R. Kelly

Site Management – Mitie

Health & Safety Representatives – K. Hazelwood & R. Kelly

Health and Safety Governor – R. Kelly

Off-Site Co-ordinator – K. Hazelwood

Work Experience – S. Long

Medication Supervisor – J. Hickman

First Aiders – All teaching staff, S. Glasgow, C. Bennett, S. Hale, A. Cartwright, C. Milne, J. Dhap, G. Douglas, L. Jones, S. Turner, L. Gadd, A. Ford, J. Hickman, J. Whithers.

Paediatric First Aiders – C. Milne, L. Francis, S. Dunnaker, J. Glover, J. Powers, L. Smith.

Local Authority Health & Safety Unit Officers

Sandwell Council House
Freeth Street
Oldbury
B69 3DE
Tel: 569 3931 / 569 3789 / 569 8328 / 569 3804

*where we refer to 'the service', this includes Albright Academy, Albright Venture, Albright Plus and Albright Assessment Hub.

APPENDIX 1

Health and Safety Incident Form

About the Incident:	
Name of person reporting incident: Date and Time of incident: Date incident reported: Precise Location: What happened? (continue on a separate sheet if necessary)	
About the person affected:	
Name: Status (circle):	Employee Student Contractor Visitor
Witness Details:	
Name: Contact:	

First Aid Details:	
First Aid provided? (Please circle) If yes, give details: Name of First Aider:	Yes No N/A
Immediate Post Incident Action:	
Action taken to make the incident/ environment safer:	
H&S Follow up:	
Action taken:	