



Health and Safety Policy

Approved by North East Futures UTC **Date:** June 2025
Local Governing Body

Last Reviewed on: June 2025

Next review By: June 2026

North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other members of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high-quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

1. Introduction

North East Futures UTC makes an unequivocal commitment to high standards of health and safety. Although the Principal has ultimate responsibility for implementing the policy all employees have an important part to play in its successful implementation.

Every member of staff is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and cooperate with colleagues to achieve high standards of health and safety.

This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Board of Governors or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

This policy is aimed to contribute toward the 'work-like' feel of the UTC by encouraging a consistent expectation for professional behaviours.

2. Statement of intent

North East Futures UTC's Board of Governors will establish and maintain high standards of health safety and welfare for all its employees.

The Board of Governors will ensure, so far as is reasonably practicable, that the health and safety of employees, students, visitors and other non-employees who may be affected by its work activities are not endangered.

3. Objectives

- To confirm that all activities are being carried out safely, without risk to health, so far as is reasonably practicable
- To confirm there are Codes of Practice covering work activities
- To confirm all staff are aware of and accept their own personal responsibilities
- To confirm that all new employees are aware of the Governor's Health and Safety Policy and the appropriate health and safety procedures
- To confirm all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements
- To promote awareness of health and safety issues
- To provide specialist professional support to managers and staff on all health and safety matters
- To have and make readily available detailed health and safety information that may be required about or resulting from legislation, Approved Codes of Practice, or British Standards
- To have and make readily available detailed health and safety information that may be required about substances, materials, articles, processes, plant and equipment • To confirm suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others
- To keep the policy under review and revise it as required
- To monitor the implementation of the Health and Safety Policy

4. Organisation and responsibilities

4.1 The Board of Governors

The UTC's Local Board of Governors will oversee health, safety and welfare matters and will confirm that necessary resources are provided by the Principal.

The Board of Governors will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist and reports of inspections.

4.2 Principal

The Principal is accountable to the Board of Governors for the implementation of the Policy. The Principal will also discharge the Board of Governor's overall duty of

oversight of employees' health and safety. The Principal will be responsible, in particular, for ensuring that:

- the Health and Safety Policy Statement is brought to the attention of all staff
- other health and safety information is communicated to relevant staff
- adequate first aid procedures exist, including the provision of sufficient first aiders and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the establishment
- accidents are reported using the established procedures
- training needs are identified and appropriate arrangements are made for training
- assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations 1999 and other legislation and that the significant findings are recorded
- new employees receive appropriate health and safety information including details of the safety policy, fire drill procedures and other safety procedures
- the overall procedures for safety are monitored
- arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the UTC and the contractor as required by the Management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with the operation of the UTC; and contractors are aware of any special risks to students which might arise out of their work
- health and safety matters which cannot be resolved appropriately are raised with the Board of Governors

The Assistant Principal is responsible for carrying out the Principal's duties in their absence.

4.3 Health and Safety Lead/Manager

The Health and Safety Lead is responsible for establishing arrangements for dealing with health and safety matters such as:

- dissemination of health and safety information to all staff
- first aid
- accident reporting
- emergency evacuation procedures
- ensuring arrangements are in place with regard to fire precautions
- ensuring accidents are investigated
- ensuring health and safety matters raised by staff are dealt with
- coordinating all aspects of Health and Safety Policy and practice

- ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Principal
- ensuring that the implementation of the Health & Safety Policy is monitored
- coordinating risk and COSHH assessments for school site
- ensuring that fire drills are carried out at least termly and a fire register is maintained
- maintaining a register of Risk Assessments and a copy of the most up to date versions
- ensuring that all accidents are recorded and that reportable accidents are reported to the HSE
- escalation of matters requiring SLT action
 - supervising the work of site staff and monitoring health and safety standards in their area of activity
 - liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure:
 - appropriate co-operation and co-ordination between the UTC and the contractor as required by the Management of Health and Safety at Work Regulations
 - all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of, or in connection with the operation of the UTC
 - contractors are aware of any special risks to students which might arise out of their work
 - that contractors have appropriate risk assessments and method statements in place
 - ensuring compliance with relevant testing (e.g. PAT testing of electrical equipment, legionella testing of water system)
 - overseeing arrangements for lettings

4.4 Faculty Directors

Faculty Directors are responsible for implementing the safety policy within their faculty areas. In particular, they are responsible for ensuring:

- That activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- The implementation of the safety policy is properly monitored in their area of responsibility, carrying out inspections of the workplace and equipment • Individual employees are aware of their responsibilities for health and safety
- Employees under their control are adequately trained, informed, instructed and supervised
- Codes of Practice appropriate to the department are brought to the attention of all staff in the department

- Codes of Practice are complied with and appropriate safety signs or notices are displayed
- Relevant health and safety information is communicated to staff
- First aid procedures are complied with
- All accidents occurring in the department are reported on an Accident Form
- Training needs of staff within the department are identified
- Staff are aware of fire procedures
- New employees receive all appropriate health and safety information/training, including departmental safety procedures
- Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded

4.5 Educational Visits Coordinator

The Educational Visits Coordinator is responsible for overseeing arrangements for all UTC educational visits in accordance with the Educational Visits Policy.

When taking students off the school premises, the school will ensure:

- Risk assessments are completed and uploaded to the Educational Visits on line system where appropriate (EVOLVE)
- All off-site visits are appropriately staffed including a first aider where required
- Staff will take a portable first aid kit, information about the specific medical needs of students and parent contact details.
- The school has a separate policy on Educational Visits.

4.6 Teachers

The safety of students in the classroom, laboratories and workshop is the responsibility of the teacher.

Teachers are expected to:

- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary so that students understand the risks and operate in a safe manner
- promote a health and safety attitude amongst students
- ensure that students' coats, bags, cases etc. are safely stowed away

- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- follow safe working procedures personally
- call for protective clothing, guards, special safe working procedures etc, when necessary
- make recommendations on safety matters to the Faculty Director
- be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventive measures).

4.7 Facilities Manager

The Facilities Manager is responsible for:

- identifying premises defects and dealing with them as appropriate. Where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Health and Safety Manager
- liaising with building contractors and monitoring the work to ensure appropriate standards of health and safety are maintained
- testing the fire alarm system and entering details in the Fire Register
- ensuring that the premises are secured and all persons have left the premises before alarms are set
- ensuring that the school access and exit routes and school grounds including the playground are safe to use

4.8 All Employees

All employees have responsibilities:

- to take reasonable care of their own health and safety and that of all persons affected by their acts or omissions
- to use work equipment provided correctly in accordance with instructions and training
- to inform their line manager of any work situations which represent a serious and immediate danger to health and safety
- to promote a positive health and safety attitude amongst students through their own attitude and words
- to report any accidents that occur at work.

All employees having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the Health and Safety Manager.

4.9 Students

Students have no particular responsibility in the implementation of the UTC's Policy but are nevertheless expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the UTC and in particular the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with any item provided for safety;
- develop a positive health and safety attitude so that they are safe and prepared for work
- encourage other students to operate in a safe manner

5. Health and safety procedures

5.1 Accident Reporting:

The accident reporting procedure is in **Appendix 1** of this document. All accidents should be reported to the Health and Safety Manager. Near Miss reports should be completed and sent to Newcastle City Council as per the schools SLA.

5.2 Fire and Emergency Procedures

We have comprehensive fire procedures to ensure the safety of students, staff and visitors. These comply with the Regulatory Reform (Fire Safety) Order 2005. All procedures are based on a fire risk assessment and strategy devised by a suitably qualified external body. These can be found in our fire procedures document.

- emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- copies of fire evacuation procedures to be prominently displayed in all areas
- fire evacuation practice of whole school to be carried out at least once each term
- fire alarm systems to be tested in accordance with fire regulations (weekly tests)
- fire-fighting equipment to be checked monthly by facilities management staff and recorded on a central file and by registered contractor in accordance with fire regulations annually
- combustible and hazardous materials to be kept in containers prescribed as suitable under fire regulations
- the school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.
- all fire alarm testing, false alarms and evacuation practices recorded in the fire logbook held in the main office.
- emergency lighting is tested bi-annually by facilities management staff

5.3 Access and Egress

North East Futures UTC aims to take all reasonably practicable steps to provide and maintain safe means of access and egress to the academy.

- This covers access and egress to the school, routes through the school, classrooms, labs, emergency access routes, external pathways and roads within the school and any temporary arrangements in place for access and egress
- Weekly visual inspections of access/egress routes will take place including:
 - Suitability and condition of flooring
 - Presence of obstructions in walkways
 - Ease of passage through security doors during emergency evacuation
 - Presence and condition of emergency lighting
 - Suitability of lighting
 - Handrails on stairways
 - Facilities for persons with limited mobility
 - Condition and ease of use of doors
 - Presence of any blockages in walkways which could prevent access and egress
 - Details, duration and condition of any temporary access arrangements

5.4 Medical Room Procedures

Information regarding the Medical Room can be found in the internal staff first aid policy

5.5 Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. This is covered in a separate Risk Assessment Policy.

Generic risk assessments may be adequate for a wide range of activities. Where existing Codes of Practice indicate the preventative and protective measures it may not be necessary to have a specific risk assessment.

It is the responsibility of the member of staff leading an activity to ensure that risks are suitably assessed. A specific risk assessment may be necessary to record additional precautions.

All members of staff responsible for health and safety matters within a department of area must ensure that they have fully completed risk assessments for those areas as soon as possible. All risk assessments must be returned to the Health and Safety Manager except from the current risk assessment policy .

“The Senior Leadership Team will ensure such assessments are in place and reviewed each September. Copies of risk assessments must be verified by the Health and Safety Manager to confirm that they are suitable and sufficient”

All departments carrying out physical activities or using equipment, tools or machinery of any kind will have relevant risk assessments for each activity. Particular areas for attention are -:

- P.E - health and fitness
- Technology
- Art
- Science

All Risk assessments will be stored in the schools online shared drive.

Schools are required to control hazardous substances, which can take many forms including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases
- COSHH Assessments will be reviewed annually and updated by the competent person conducting the activities using those chemicals i.e. Science Teacher and Health and Safety Executive guidelines.
- Staff will use and store hazardous products in accordance with instruction. All regularly used products will have material safety data sheets (MSDS)
- Staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- The company appointed to run the school kitchen will be responsible for risk assessments pertaining to any kitchen activity including dinner time staff. Separate assessments must be provided for each venue and must include relevant COSHH assessments.
- The company appointed to run the school cleaning services will be responsible for risk and COSHH assessments for all areas in which they operate.

6. Health and Safety Monitoring

- Inspections of the UTC are to be carried out termly by the Health and Safety Manager (and Faculty Directors/others as appropriate). A summary report will be produced for the Principal and Governors.
- The UTC local link governor with responsibility for Health and Safety is expected to accompany UTC staff on some of the Health and Safety site visits and review evacuation and critical incident procedures.
- All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. All reports will be submitted to the Principal and where necessary reports will be submitted to the Board of Governors
- The Health and Safety Manager will examine accident and incident records at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event)
- In addition to the above, routine inspections are carried out on the following equipment by suitably qualified personnel:
 - PE equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems.
 - Other routine inspections are detailed in specific Codes of Practice (e.g. fume cupboards).

7. Radiation protection advice

When the UTC uses radioactive sources at a level that will require the services of Radiation Protection Supervisor (RPS) they will be notified, and suitable advice/inspection acquired.

Responsibility for this lies with the RPS for the school, line managed by the Faculty of Science.

The UTC have a local authority appointed RPA who the school RPS will liaise with on inspection.

8. First Aid Arrangements

- It is the duty of staff to attain contact details, including emergency contacts; and provide information on any health issues that the child might have. This will have been collected from Parents, Carers of the child.
- First aid cover will be carried out by staff trained in first aid; updated lists of first aid cover will be kept in the main office at all times
- A first aid kit will be available in the school's medical room and other areas of high risk These will be checked and re-stocked by first aid staff.
- A separate internal first aid policy is in place to provide further information on this area to staff

9. Well being:

- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager or one of the HR team in the first instance.
- HR is the link to Occupational Health Services

10. Storage of, or administering medication:

- Students taking medicines in school will do so with due regard to the internal medication policy and procedure in that these will be administered under the supervision of suitably trained staff
- All medication will be stored in the medical room and subject to a Care Plan.

11. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the academy's health and safety policy, and will have responsibility for complying with it.

12. Lone Working

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.

- Lone Working may include:
- Late working
- Home or site visits
- Weekend working
- Please refer to the Lone Working Risk Assessment for further advice and guidance.
- The Academy has a separate policy on Lone Working.

ACCIDENT REPORTING PROCEDURE

1. Introduction

All accidents to both staff and students must be reported using the Newcastle City Council Accident/Incident or Near Miss Report form. Certain accidents which are classified as RIDDOR must be in addition reported to the Health & Safety Executive (HSE). Newcastle City Council Health & Safety Team will report on behalf of the school, accidents and incidents to the Health & Safety Executive (HSE). The procedures to be adopted are described below.

2. All accidents

Employees

The Newcastle City Council Accident/Incident or Near Miss Report form should be completed either by the injured person or someone acting on the injured person's behalf. Records must be kept for three years.

Students and Non-Employees

The Newcastle City Council Accident/Incident or Near Miss Report form must be completed for all accidents to students and non-employees (including members of the public) and retained for three years.

3. Accidents/diseases which must be reported to the HSE

Deaths, Certain Major Injuries or Conditions and Dangerous Occurrences

Accidents must be reported using the Newcastle City Council Accident/Incident or Near Miss Report form, as indicated above, both of which are monitored by the Health and Safety Manager. Where relevant the Health and Safety Manager will inform the Principal and report the incident to the HSE online (www.hse.gov.uk/riddor). Newcastle City Council Health & Safety Team will report on behalf of the school, accidents and incidents to the Health & Safety Executive (HSE).

Reporting Procedures

As soon as practicable after the incident the Health and Safety Manager (or representative) must report the incident to the HSE on www.hse.gov.uk/riddor. A written record must be kept of the call in the accident book.

4. 'Over Seven Day Accidents' to a Person at Work

If a person at work (e.g. employee or student) is incapacitated from his or her normal work for more than seven consecutive days as a result of an accident at work it must be reported to the HSE using the method above. The seven days excludes the day of the accident but includes any days that would not have been working days (e.g. weekends).

5. Cases of Disease

Where a person at work suffers from certain specific diseases and their work involves specified activities a report must be sent to the HSE. It is only necessary to report diseases when a written statement is received from a registered medical practitioner diagnosing the disease as one on the list on the HSE website. Such cases are likely to be very rare in education establishments but nevertheless can occur.

6. Exemptions

Road Traffic Accidents


Road Traffic Accidents do not need to be reported to the HSE in accordance with the reporting procedure at 3.1 above, except where the injury involves a person engaged in work, or alongside a highway; or exposure to a substance being conveyed by a vehicle, or loading or unloading a vehicle. (NB: the standard accident book/form should however be completed).

Student Accidents in the Playground

Injuries received during play activities in playgrounds arising from collisions, slips and falls do not need to be reported to the HSE in accordance with the reporting procedures above unless they are attributable to:

- the condition of the premises (e.g. potholes, ice, worn steps);
- plant or equipment on UTC premises;
- or lack of proper supervision. (NB: the standard accident form should however be completed).

Appendix 1 - Accident/Incident or Near Miss Report Form (Newcastle City Council)

Accident / Incident or Near Miss Report Form for: Schools (return form to: Health & Safety Team, 5 th floor, Civic Centre)			
School Name:			
What Are You Reporting? (Please tick applicable box)	Accident	Near Miss	Violence
PART A: Details of Person Injured or Involved (pupil, employee or other)			
Full Name:		Date of birth (if pupil):	
Job title (if employee)			
Status: (Please tick applicable box)			
<input type="checkbox"/> Employee	<input type="checkbox"/> School pupil		
<input type="checkbox"/> Agency staff (please specify below)	<input type="checkbox"/> Employee of another organisation (please specify below)		
<input type="checkbox"/> Other (please specify below)			
Please provide additional details of agency, or employing organisation, or other:			

PART B: Account of Accident / Incident

Date of event:

Time of event:

Where did it happen:

What happened? (Describe how the accident/incident happened – giving as much detail as you can).

If required, please continue on separate sheet

Were any of the following applicable to the incident?

Physical Assault

YES/NO

Verbal abuse /Threat

YES/NO

Anti-social behaviour

YES/NO

Injury Details (state right/left as appropriate) and treatment (i.e. Hospital/First Aid) or record "None sustained":

Date and time the event was first reported:

Who was the event first reported to?

Witnesses: (if colleagues, please state name and job titles)

If required, please continue on separate sheet

Signature of Person completing form:

Date:

If you are not the person in Part A, please print your name, job title and contact details below:

PART C: Investigation by School		
Using the information currently available to you please answer the following questions:		
Do you have any reason to doubt that the event occurred on the date, time and in the location given in Part B? If YES , please give reasons and state any discrepancies:		YES / NO
Do you have any reason to disagree with any element of the account of the accident/incident or the of injuries and treatment given in Part B? If YES , please clarify:		YES / NO
Was the person involved authorised to be in the place where the event occurred?		YES / NO
Where applicable, was the injured person wearing the correct protective clothing/equipment at the time? If NO , please clarify:		YES / NO / NA
Is a risk assessment or procedure in place to cover the activity being undertaken at the time of the accident/incident or near miss? If NO , please clarify:		YES / NO / NA
Are the control measures set down in the risk assessment or procedures adequate to control the risk? In NO , please clarify:		YES / NO / under investigation
Were the control measures set down in the risk assessment or procedure being followed? If NO , please clarify:		YES / NO / under investigation
Was accident/incident due to possible defects in premises, equipment, tools or systems of work? If YES , please clarify:		YES / NO / under investigation
If injured, was the person sent / taken directly to hospital from the scene of the accident/incident?		YES / NO
Employee absence	Did the event result in any absence from work?	YES / NO
	If YES , did the absence exceed 3 days (not counting the day of the event but including any weekends/holidays, if they were still unfit for work)?	YES / NO
	If YES , did the absence exceed 7 days (not counting the day of the event but including any weekends/holidays, if they were still unfit for work)?	YES / NO

What **immediate action(s)** have you taken to prevent a recurrence? (E.g. spillage cleared; faulty equipment taken out of use; damaged areas of premises secured, risk assessment amended, etc.)

If required, please continue on separate sheet

Proposed **further action(s)** to prevent a recurrence: (E.g. Adopting new working methods; purchase of new equipment; repairs to premises; organising refresher training, etc)

If required, please continue on a separate sheet

Specific requests to Health and Safety Officer:

Head Teacher/Manager Signature:

Print Name:

Date:

Job title:

Location:

Tel. No.

Please return the full completed form via post to the H&S Team, 5th Floor, Civic Centre or scan & email to your H&S contact.

PART D: Completion by Health and Safety Officer			
H&S Officer's comments			
If required, please continue on separate sheet.			
For data entry purposes, if an Accident has been reported, please indicate type (make one selection only):			
Collision (Persons)		Needlestick	
Collision (Vehicles))		Other	
Contact with moving machinery		Slipped tripped fell from height	
Electric shock or discharge		Slipped tripped fell same level	
Exposure to Explosion		Struck fixed / static	
Exposure to Fire / Heat		Struck moving vehicle	
Exposure to Harmful Substance		Struck moving / falling / flying	
Injured by Animal		Struck sharp object	
Manual handling			
For data entry purposes, if a Near Miss has been reported, please indicate type (make one selection only):			
A fire or explosion		Coming into contact with any underground electric or gas services	
An unintended release or spillage of a hazardous substance, biological agent		Coming into contact with overhead electric lines	
An unintended release or spillage of flammable liquids or gases		Other incidents	
Collapse of scaffolding		Unintentional collapse or partial collapse of a building or structure	
Collapse, overturning, or failure of lifting equipment		Vehicular collision within Council controlled premises	
Please answer the following (delete as appropriate):			
Does the Insurance Section need to be informed?			YES / NO
Do other parties need to be informed?	YES / NO	If yes – please state who has been informed:	
Is the incident RIDDOR Reportable?			YES / NO
Health & Safety Officer's Signature:		Print Name:	Date:

Version History

Date of review	Summary of Changes
1st December 2024	<ul style="list-style-type: none"> updated appendices reformatted to house style spelling/grammar updates
25th June 2025	<ul style="list-style-type: none"> spelling/grammar updates