



Health and Safety Policy

INTRODUCTION

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations.

It will be reviewed, added to and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all school employees.

Definition of 'Employee'

The term 'employee' includes all paid staff whatever their function in the school. 'Employee' does not include contractor's staff, for whom the contractor is the employer for purposes of health and safety. For practical purposes volunteers, parents, Trustees and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the school, such as assisting teachers, accompanying children on school trips, carrying out maintenance or decoration, or DIY work etc.

The success of this policy depends on the active support of all employees to achieve its objectives.

General Guidelines

It is the policy of Northleigh House School so far as is reasonably practicable to:

- 1) Identify a member of staff who has direct responsibility for health and safety management.
- 2) Establish and maintain a safe and healthy environment throughout the school.
- 3) Ensure safety and absence of risk to health in connection with use, handling and storage and transport of articles and substances.
- 4) Ensure the provision of sufficient information, instruction and supervision to enable staff, students and volunteers to avoid hazards and contribute positively to their own health and safety and

to ensure access to health and safety training as appropriate or when provided.

- 5) To maintain all areas under the control of the Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from the place of work that are safe and without risk.
- 6) Formulate effective procedures for use in case of fire and evacuating premises.
- 7) Lay down procedures to be followed in case of accident.
- 8) Include teaching safety as part of the curriculum.
- 9) Provide and maintain adequate welfare facilities.

Responsibility of Trustees and Headteacher

The Trustees and Headteacher are responsible for implementing this policy, in particular they will:

- 1) Identify a member of staff who has direct responsibility for management of health and safety.
- 2) Monitor the effectiveness of the safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary.
- 3) Prepare an emergency evacuation procedure and arrange for periodic evacuation drills, including when a new student is enrolled.
- 4) Make arrangements to draw the attention of all staff employed at and volunteers attending the school to the safety policies and procedures and of any relevant safety guidelines and information.
- 5) Make arrangements for the implementation of the accident reporting procedure approved by Ofsted and draw the attention of the staff to this.
- 6) Make arrangements for informing staff, volunteers and students of safety procedures.
- 7) Ensure the safety inspections are undertaken at least once a term.
- 8) Arrange the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- 9) Deal with all aspects of maintenance of the premise and identify and remedy any situation which is hazardous.

Responsibilities of Staff towards students and others in their care

All staff are responsible for the health and safety arrangements in relation to staff, volunteers and students. In particular, they will monitor their own work activities and take all responsible steps to:

- 1) Exercise effective supervision over all those activities for which they are responsible.
- 2) Be aware of and implement safe working practices and set a good example personally, identify actual hazards and introduce procedures to minimise the possibility of mishaps.
- 3) Ensure that any equipment or tools used are appropriate and that they meet accepted safety standards.

- 4) Provide written instructions, warning notices and signs as appropriate.
- 5) Evaluate promptly and where appropriate, take action on criticism of health and safety arrangements.
- 6) Provide the opportunity for discussion of health and safety arrangements.
- 7) Investigate any accident or incident where personal injury could have arisen and take corrective action.
- 8) Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job training".
- 9) Where private vehicles are used to transport children to and from school activities, staff should ensure that seat belts are worn and speed limits adhered to.

Responsibilities of all Employees

All employees have a responsibility to:

- 1) Take reasonable care for health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- 2) Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, when in doubt they must seek immediate clarification from the Headteacher.
- 3) Ensure that tools and equipment are in good condition and report any defects to the Headteacher; use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- 4) Ensure that offices and general accommodation teaching rooms are kept tidy.
- 5) Ensure that any accidents, whether or not an injury occurs and potential hazards are reported to the Headteacher.
- 6) Draw the attention of the Headteacher to any possible deficiencies in health and safety arrangements of which they are aware.

Responsibilities of Students

All students are expected, within their expertise and ability to:

- 1) Exercise personal responsibility for their own safety and that of their fellow students.
- 2) Observe standards of dress consistent with safety and/or hygiene.
- 3) Observe all the safety rules of the school and in particular the instructions of the staff in the event of an emergency.
- 4) Use items provided for safety purposes.

Accidents Involving Staff

Any accident which involves an 'on duty' member of staff, or involves a member of staff at the School should be reported to the Headteacher. Details of the accident and any action taken to alleviate the injury should be recorded in the Accident Book. Within 48 hours of any accident the matter should be

discussed with the Headteacher to ascertain whether such accidents can be prevented from occurring in the future.

The school reports all serious accidents to the Health and Safety Executive (RIDDOR).

Accident Reporting

It is our aim at Northleigh to minimize accidents. We do this by:

- 1 Where any new equipment is bought staff are given training on how to use it.
- 2 Through regular assemblies and in lessons students are reminded of the school rules regarding the health and safety of themselves and others, and of the constant need for self discipline to minimize the harming of themselves and their peers.

It is an aspect of school life that accidents will happen, and when these do they are logged immediately usually by the School Director or senior member of staff.

If these staff members are not available then all members of staff are aware of our accident logging procedure. This is done via the accident book kept in the School Office.

If an ambulance is called the school logs the time it is phoned and the time of arrival. The School Director in their absence a senior member of staff will be in the main entrance door waiting to guide the ambulance crew to the injured party.

Any accident involving a student should be recorded on the appropriate Accident Sheet and the injury dealt with immediately. The accident record sheet should be shown to the parents so they may sign to confirm that they have been notified of the accident/injury. Head injuries must be reported to the Headteacher or senior member of staff. Plastic gloves must be worn at all times when administering medication to an injured person with an open wound or when changing wet or soiled clothing.

Animals

If teachers wish to bring an animal on site then the permission of the Headteacher or the Chair of the Trustees must be sought. The school does have a dog in residence and provision for this is covered in the school Dog Risk Assessment.

Where farm visits take place teachers must ensure adequate facilities for washing hands are available on the site. Teachers will need to remind students of the need for washing hands after stroking animals, particularly before food is eaten.

Parents/carers are not allowed to bring dogs on to the school site.

Asthma

All staff must be aware that asthma can be life threatening and that students with asthma should never be separated from their inhalers. Students are responsible for their own inhalers, but should be monitored closely by an adult so that the recommended daily dosage is not exceeded. Any problems should be discussed with the Headteacher.

Parents/carers are under an obligation to disclose to the School upon admission and throughout a student's time at Northleigh any medical conditions.

Contractors on Site

All contractors on site will report to the School Office. All contractors must show their ID and DBS number to a senior member of staff to gain entry to the school. If this is not available then a member of staff must supervise them as they work. If a member of staff is not available, then the contractor will need to return when the students have gone home.

Display Screen Equipment

The use of display screen equipment is a significant part of normal work for all staff. Workstations and work routines are regularly reviewed to ensure that they comply with the law and that staff have adequate breaks. Regular and proper training will be given to minimise Health and Safety problems

Evacuation Procedure

The evacuation procedure of the school is:

1. If you hear the fire alarm leave the premises immediately by the nearest exit.
2. Do not stop to collect personal belongings.
3. Close doors behind you.
4. Assemble on the lawn at the front of the house.

If you discover a fire:

1. Sound the alarm immediately by breaking the glass in the Fire Alarm Points. These are situated outside the office door on the ground floor, the lounge door/in front hallway and outside the English room door.
2. Close the door to the room on fire.
3. Leave the premises by the nearest exit.
4. Assemble on the lawn at the front of the house.
5. Do not re-enter the house until advised to do so by the Health and Safety Officer or Deputy or senior member of staff.

Fire Safety

Fire Drills are organised by the Headteacher and/or the Chair of the Trustees at least once a term. These are recorded in the Fire Log book. All fire extinguishers are checked annually.

- All walk ways and fire doors should not be obstructed.
- Visibility panels on fire doors are always kept clear, displays on these is prohibited.
- Fire doors should not be wedged open.
- All fire exits are clearly labelled.

Fire Extinguishers are located outside the Kitchen door (carbon dioxide); outside the Chair of Trustees Lounge on the ground floor (water); inside the Science Laboratory on the ground floor (powder); inside by the Lounge door (water); outside door by the Art/Textiles Room on the second floor (water); in the cupboard underneath the sink in the Studio in the garden (powder); inside by the door to the Barn in the garden (powder); inside by the door to the Garden Room in the garden (powder); inside by the door to the Lion's Den in the garden (powder); inside by the door to the Shed in the garden (powder).

Fire Alarms are located outside the entrance to the English Room, outside the entrance to the Lounge and outside the entrance to the Office (ground floor).

A Fire Blankets are located in the Kitchen, in the cupboard underneath the sink in the Studio and the Science Laboratory.

First Aid

First Aid Boxes are located in the Studio and the Kitchen (x2). The contents should be checked on a termly basis.

First Aiders must complete a training course approved by the Health and Safety Executive to include mandatory updates.

The First Aiders duties are:

1. To give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards in the school.
2. Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders/emergency services.
3. Ensure that an ambulance or other professional help is called expediently when required.
4. Ensure that everything is cleared away, using gloves and every dressing etc be put in a plastic bag and sealed tightly before disposing in a bin. Any blood stains must be washed away thoroughly.

Due to the increased risk of injuries in sport ideally physical education staff should be First Aiders.

The First Aiders or alternatively a Designated Person should:

1. Take charge when someone is injured/ill until a suitably qualified person is available.
2. Ensure that an ambulance or other professional medical help is summoned when appropriate.
3. Check and restock First Aid Boxes.
4. Ensure that all staff are aware of students' medical details.

Staff will:

1. Familiarise themselves with the First Aid Procedures and ensure that they know who the current First Aiders are.
2. Be aware of specific medical details of individual students.
3. Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
4. Send for help to the office as soon as possible, ensuring that the messenger knows the precise location of the casualty.
5. Reassure but never treat a casualty until a First Aider arrives at the scene or instigates simple airway measures if clearly needed.

If any first aid treatment is given then the First Aider or Designated Person should ensure that a record is kept in the accident book which is located in the office.

The First Aider or Designated Person is responsible for contacting the student's parent/named contact in an emergency as soon as possible. They should ensure that a letter is sent to report on the incident, describing the type of injury and treatment given, a copy should go in the student's file.

Food Hygiene

Students need to be instructed in food hygiene and reminded that after taking part in activities, for example, science experiments, painting, that they should wash hands before consuming food.

HIV/AIDS and Blood Bourne infections

All staff should follow the following Health and Safety Procedures:

Staff will:

- Wear a pair of gloves when dealing with body fluids.
- A new pair of gloves is worn for each new person to prevent infection of others.
- Used gloves, soiled dressing and swabs are disposed of separately in the refuse bag marked "Body Fluids".
- Any staff or student who are bitten and the resulting injury breaks the skin will be taken to the A and E unit for advice and possibly post exposure immunization. Known information about the "biter" will be passed to the A and E unit.

ICT

Internet use in school

See Online Safety Policy.

Maintenance of Equipment

Electrical:

All electrical appliances and equipment are tested regularly.
See risk assessments.

Gas:

Appliances are tested by recommended contractors.

Lone Working

Staff working in one to one situations with students may be more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings/lessons accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met. The classrooms all have closed-circuit television (CCTV) installed to ensure the safety of both staff, students and visitors.

This means that adults should:

- Avoid meetings with pupils in remote, seclude areas of the school.
- Ensure that there is visual access and/or an open door in one to one situations.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a student becomes distressed or angry to a member of staff.
- Consider the needs and circumstances of the student involved.

Pre-arranged meetings with students away from the school premises should not be permitted unless approval is obtained from their parent and the Headteacher.

Manual Handling

Students should not lift or move any heavy objects. If the object is very light, carrying or lifting is permissible only under the very close supervision of a member of staff.

Medical Conditions and Medication

All parents/carers are required to fill in a medical form in respect of students and disclose any medication that the students are taking. All medication is to be kept in a secure locked box in the School Office. An adult administering medication, is required to fill in the medication log, with the date, the name of the student, the type of medication and sign their name.

Menstruation

It is school policy to always keep sanitary towels in the toilet, next to the Science Room and girl's toilet on the first floor should menstruation begin in school.

Physical Restraint

In exceptional circumstances, where there is immediate risk of injury, a member of staff may need to take action to restrain a student using 'reasonable force'. Staff are requested to communicate with the student throughout and remain calm. However, staff should not put themselves at risk. All other students should be removed and the assistance of colleagues should be sought. Attempts should be made to defuse the situation orally and prevent any further escalation.

'Reasonable force' might be appropriate or necessary:

1. Where action is necessary in self-defence or because there is an imminent risk of injury;
2. Where there is a developing risk of injury, or significant damage to property;
3. Where a student is behaving in a way that is compromising good order and discipline.

Examples of situations that fall within one of the first two categories are:

- A student attacks a member of staff or another student;
- Students are fighting;
- A student is engaged in, or is on the verge of committing, deliberate damage or vandalism to property;
- A student is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials or objects;
- A student is running in a corridor or on a stairway in a way in which he or she might have or cause an accident likely to injure him or herself or others;
- A student absconds from a class or tries to leave School.

Examples of situations that fall into the third category may include:

- A student persistently refuses to obey an order to leave the classroom;
- A student is behaving in a way that is seriously disrupting a lesson.

Physical intervention can take several forms. It might involve staff:

- physically interposing between students;
- blocking a student's path;
- holding;
- pushing;
- pulling;
- leading a student by the hand or arm;
- shepherding a student away by placing a hand in the centre of the back; or (in extreme circumstances) using more restrictive holds.

Physical contact with children is not encouraged as this may be misconstrued by students, parents or any other observer. There may be occasions when physical contact is necessary to demonstrate an exercise in a physical education lesson or when providing first aid. Students with special educational needs may need staff to provide physical prompts to help them.

Risk Assessments

General Risk Assessments:

There are comprehensive risk assessments held in the School Office. Staff are required to update these as appropriate and inform the Headteacher so that relevant amendments can be made on the system.

The Health and Safety Officer inspects the site daily for potential risks. Any risks or potential risks will be made safe and inform the Headteacher about the risk.

- Once a term the Headteacher and Health and Safety Officer or Deputy will conduct an inspection of the site.
- They will conduct a termly risk assessment and site security inspection of the school site.
- All findings are recorded in the Risk Assessment Log book kept with the office.
- It is the responsibility of all staff, teaching and non-teaching staff to report potential hazards and risks to the Health and Safety Officer, Deputy, Headteacher.

Safety in the Science Room

Students may only conduct Science experiments under the guidance of the Science Teachers. All safety equipment (glasses) to be worn when required. All spillages, breakages, and accidents in the Science Room to be reported to the Headteacher immediately.

School Car

Northleigh school has its own car, which can be driven by any members of staff. The vehicle is insured appropriately and drivers are requested to adhere to the Highway Code to ensure that any journey is taken as safely as possible.

The driver will undertake a visual check prior to and after use reporting any defects to the Chair of Trustees. If a defect is found prior to the car's use, that means that the car is not roadworthy, then alternative arrangements will need to be made for transport.

School Kitchen

Northleigh school does not provide school lunches and students bring in food to be consumed for their lunch. The School Kitchen can be used to heat food but all students need to be supervised.

Some students receive food technology lessons and are instructed in kitchen safety to enable them to fully take part in the preparation and cooking of food. A member of staff is always in attendance.

Kitchen accidents should be entered into the Accident Book. Blue plasters must be used and these are kept in the Kitchen and Studio.

School Trips

See Educational Visit Policy.

Staff are required to complete a risk assessment form and the associated check list for each visit four weeks in advance of the trip. First aid arrangements must be included in the risk assessment. Medical contact and information forms will need to accompany staff in charge of the visit in the event of medical assistance being required.

First Aid equipment and mobile phone should be carried by staff when on a school visit.

Students should always wear a seatbelt when travelling by car, coach and minibus.

All volunteers who regularly help in school and on school trips must be DBS checked.

School Security

All visitors should report to the School Office on arrival. All visitors **not** known to the school must show their ID and DBS number to a member of staff to gain entry to the school. If this is not available then a member of staff must supervise them as they work in school.

- All visitors must sign in the visitor's book and wear a visitor label.
- All visitors who are or likely to come into contact with children and work with them in isolation should be asked to produce evidence of ID and DBS numbers. If the contractor or visitor is unable to produce these documents then they must be accompanied by a member of staff who has been DBS checked.
- Exterior doors should be kept closed.

Slips and Trips

All slips and trips should be recorded in the Accident Book located in the School Office. The Health and Safety Officer or Deputy should be informed immediately so that the area can be made safe. If necessary a warning sign will be placed over the area until the hazard is removed.

Smoking Policy

The school operates a non-smoking policy.

Storage of Dangerous/Toxic Substances

All toxic substances (i.e. bleach and cleaning stuffs, solvents, paint strippers, etc.) are kept under lock and key with no access by students. Staff must not ask a student to use, fetch or carry any of these substances for them. Students are not allowed to transport any of the guillotines in school.

Supervision of Pupils

The school day is from 9 am until 3pm. Responsibility for students on the premises is accepted for 10 minutes on either side of these hours.

Toilets

Toilets are cleaned regularly. Staff should report any problems with the toilets to the Headteacher. The students should wash their hands after each visit to the toilet and before eating snacks and meals.

Older children requiring sanitary changing facilities should use the toilet next to the Science Room or the designated girl's toilet on the first floor next to the Art/Textiles Room.

Training and Induction

All new members of staff are immediately made aware of the Health and Safety Policy on joining the school.

All staff are made aware of procedures on first aid, accident, fire and emergency. They are aware that failure to follow the above procedures is a disciplinary offence.

Violence to staff

To ensure the safety of staff from violence the following procedures are followed:

All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack; staff therefore, should avoid arriving or leaving alone.

All staff are made aware that parents sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the school site, in a room which while ensuring confidentiality of matters being discussed, allow for the situation to be monitored by colleagues.

If parents do become angry:

- Staff should remain calm and maintain eye contact although not continuous eye contact.
- Diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Headteacher.
- Staff should always sit nearest the door so that they can make an exit should they need to.

If a member of staff is concerned for the safety of a colleague:

- The concerned member of staff can go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished".
- Send for a member of staff to help diffuse the situation.

In the case of an emergency the Headteacher can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.

Visitors

All visitors will sign in the visitor's book located by the door in Reception and will wear a "Visitor" badge. Regular visitors and other users of the premises (e.g. delivery men from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the staff they are with.

Water Systems

The cold and hot water systems are to be regularly checked and maintained. The temperature of the water taps are to be monitored at regular intervals in line with the Water Systems Risk Assessment. Data is to be recorded in the water system log located in the School Office. The cold water tank is situated in the loft over the toilet on the first floor in the school building. The hot water tank is located in the private dwelling house on the first floor landing. The boiler is in the Laundry Room.

1. Authorised by: _____ Headteacher

Date: September 2017

2. Authorised by: _____ Chair of Trustees

Date: September 2017

Review Date: **September 2018**