



Health and Safety Policy 2023-24

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 or gardening, 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. This is the Chair of Trustees, Viv Morgan.
- 2) Establish and maintain a safe and healthy environment throughout the school. Health and safety is everyone's responsibility.
- 3) Ensure safety and absence of risk to health in connection with use, handling and storage and transport of articles and substances. COSHH is detailed in the Science Department Risk Assessment.
- 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. Access to health and safety training is available as and where applicable, suitable to your role.
- 5) To maintain all areas under the control of the school 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 School Director:

The Trustees and School Director are responsible for implementing this policy, they will:

- 1) Identify a member of staff who has direct responsibility for management of health and safety. The Health and safety Posts refers to Viv Morgan, Elaine Simmons, Louise Hayward and Wendy Pettitt.
- 2) Monitor the effectiveness of the safety policy and the safe working practices described and revise and amend on a regular basis as necessary.
- 3) Prepare an emergency evacuation procedure and arrange for periodic evacuation drills.
- 4) Draw to the attention of all staff and volunteers attending the school to the safety policies and procedures (also available on the school website) and of any relevant safety guidelines and information.
- 5) Implement accident reporting procedure and ensure all staff are aware.
- 6) Inform staff, volunteers, and students of safety procedures.
- 7) Ensure safety inspections are undertaken at least once a term.
- 8) Arrange 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 or has the potential to be.

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. Staff are expected to monitor their own work activities, area and take all responsible steps to ensure:

- 1) Effective supervision over all those activities for which they are responsible.
- 2) Be aware of and implement safe working practices and setting a good example, identify hazards and introduce procedures to minimise the risk.
- 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, act on criticism of health and safety arrangements, minuted in wellbeing and management meetings.
- 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 training.
- 9) Where private vehicles are used to transport students to and from school activities, staff should ensure that the vehicle is road worthy, seat belts are worn, and speed limits adhered to. It is staff's responsibility to ensure they have a valid driving license and MOT, if applicable.

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 and to familiarise themselves with this policy.
- 2) Make themselves aware of all safety rules, procedures, and safe working practices applicable to their posts. If in doubt, staff must seek immediate clarification from the School Director or Chair of Trustees.
- 3) Ensure that tools and equipment are in good condition and report any defects to the School Director and/or Chair of Trustees; use protective clothing and safety equipment provided and ensure that these are kept in good condition (for example, goggles).
- 4) Ensure that offices and general accommodation teaching rooms are kept tidy. Lights and additional heaters to be turned off at the end of each school day.
- 5) Ensure that any accidents, and potential hazards are reported to the School Director and/or Chair of Trustees.
- 6) Make the School Director and/or Chair of Trustees aware of possible deficiencies in health and safety arrangements and minuted in wellbeing and management meetings.

Responsibilities of Students:

All students are expected to:

- 1) Exercise personal responsibility for their own health and 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, especially in the event of an emergency.
- 4) Use any items or PPE provided for safety purposes.

Accidents Involving Staff:

Any accident, incident or near miss should be reported to the School Director and/or the Chair of Trustees. 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 School Director and/or the Chair of Trustees to ascertain whether such accidents can be prevented from occurring in the future.

The school reports all significant accidents to the Health and Safety Executive under Reporting of Injuries Diseases Dangerous Occurrences Regulations 1995 (RIDDOR). The Chair of Trustees has a responsibility to report:

- Work Related Death;
- Serious Injuries (fractures, scalding requiring hospital treatment, loss of consciousness due to a head injury);
- Over seven-day injuries (where the person is unable to work for at least a week because of the injury sustained);
- Work Related Diseases;
- Injuries to Members of the Public;
- Dangerous Occurrences (when an accident almost happens);
- Dangerous Gas Fittings in a Workplace.

Accident Reporting:

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

1. Any new equipment bought - the school ensures staff are given appropriate training on how to use it.
2. Through regular assemblies and in lessons students are reminded of the school rules regarding health and safety and how to stay safe and how to keep others safe and are reminded of the constant need for self-discipline to minimise the harming of themselves and/or their peers.

It is an aspect of school life that accidents, unfortunately, will happen, and when these do, they are logged immediately, usually by the School Director or senior member of staff in the School Accident Book (located in the Office).

If these staff members are not available, then all members of staff are made aware of our accident logging procedure, again via the Accident Book 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 (or in their absence) a senior member of staff, will be at the front door entrance from the driveway, waiting to guide the ambulance crew to the injured party.

Any accident involving a student should be recorded via the Accident Book. Parents will be notified by a staff member. Head injuries must be reported to the School Director or senior member of staff immediately. Plastic gloves must be always worn 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 School Director 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's Dog Risk Assessment located in Reception.

Where farm visits take place, teachers must ensure adequate facilities for hand washing 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 without prior permission of the School Director or the Chair of Trustees.

Asbestos:

Asbestos is a generic term for several silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

Northleigh House School has an explicit duty to assess and manage the risks from asbestos in premises in compliance with Regulation 4 of The Control of Asbestos Regulations. Northleigh has an Asbestos Survey and Management Plan together with risks identified and control measures within the whole school Risk Assessment.

Any removal of asbestos will be carried out by a specialist contractor strictly following safe systems of work. No member of staff or contractor is permitted to work with or disturb asbestos containing materials.

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 issues should be discussed with the School Director.

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 always 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.

All contractors need to be made aware of the Asbestos Survey for the school and note areas to avoid when working on the school site. If work needs to be completed in the vicinity of the asbestos location, appropriate specialist measures will need to be put in place and followed.

Display Screen Equipment:

The use of display screen equipment is a significant part of normal work for all staff. Workstations and work routines should be reviewed by staff to ensure that they comply with the law and ensure they take adequate regular breaks.

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. Switch off and unplug heaters.
3. Close windows and doors behind you.
4. Do not run and supervise students to ensure they evacuate in an orderly manner.
5. Do not stop to collect personal belongings.
6. Assemble on the pitch behind the barn at the back of the school.

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 pitch behind the barn at the back of the school.
5. Do not re-enter the house until advised to do so by the Health and Safety Officer or a senior member of staff.

If the Electronic Fire Alarm system is disabled, then the following procedure will be followed:

1. If you discover a fire, please vacate the room as soon as possible but alert those around you to evacuate. Contact the School Office staff who will alert the rest of the school.

2. Staff member to circulate the school ringing the handheld bell (located in the School Office on a hook under the bookshelf by the Compliance Officer) to alert all other staff to evacuate the school and assemble on the pitch.
3. Fire Marshalls will check the school premises to ensure all have evacuated the building.
4. All staff, students, and volunteers to assemble on the pitch to be accounted for.

Fire Safety

Fire Drills are organised by the School Director and/or the Chair of the Trustees at least once a term. These are recorded in the School Premises Folder. All fire extinguishers are checked annually.

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

Fire Extinguishers are in key locations around the school and in each outbuilding. Fire Alarms Sirens are adequate and are in key locations in and around the school. Fire Break Glass Units are in strategic locations around the school. Fire Blankets are in each outbuilding and in the Kitchen and visually checked annually.

How to reduce the risk of Fire

Please refer to Fire Risk Assessment – which is reviewed annually and updated. If you want specific site advice or details, please contact Compliance Officer.

First Aid

First Aid Boxes are in the Kitchen, the Medical Room (Fred's Room), the Studio, the Wellbeing Centre, and the Woodwork Cave. The contents are checked monthly, to ensure that supplies are adequate and have not fallen outside their expiry date(s).

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 are put in a plastic bag and sealed tightly before disposing in a bin. Any blood stains must be washed away thoroughly with appropriate cleaning materials.

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 (please refer to the Student Medication List in a draw in the School Office – Please ask a staff member of the office for specific details and location).

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 via the School 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 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 School Office should ensure that parents are made aware of the incident/accident, describing the type of injury and treatment given as soon as possible, logging this in the Accident Book.

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 Health and Safety Procedures:

Staff will:

- Wear a pair of gloves when dealing with body fluids.
- A new pair of gloves should be 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, the injured person will be taken to the A & E Unit for advice and possibly post exposure immunization. Known information about the "biter" will be passed to the A & E unit.

ICT:**Internet use in school**

See Online Safety Policy.

Lone Working:

Staff working in one-to-one situation 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. All classrooms have closed-circuit television (CCTV) installed to ensure the safety of both staff, students, and visitors.

Staff need to ensure that they can communicate with others, should there be any perceived suspicious activity conducted by students. Staff are reminded to consider the seating plan of any classroom to avoid any blind spots.

This means that adults should:

- Avoid meetings/teaching with pupils in remote, secluded 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 meetings/teaching beforehand, assessing the need to have another adult 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 are not to be permitted unless approval is obtained from their parent/carer and the School Director.

Maintenance of Equipment:**Electrical:**

All electrical appliances and equipment are visually inspected, and PAT tested annually, where available.

Manual Handling:

Students should not lift or move any heavy objects. If the object is very light, carrying or lifting is permissible but 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. A counter signature is also required.

Menstruation:

It is school policy to always keep sanitary towels in the toilet, next to the Map Room 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 or 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/carers, 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. * **See Positive Handling Policy.**

Risk Assessments

General Risk Assessments:

There is a comprehensive School Risk Assessment held on the School Intranet. Staff are required to update this as and when appropriate in relation to their activity and inform the School Director so that relevant amendments can be made.

The Chair of Trustees inspects the site daily for potential risks:

- Once a term the Chair of Trustees, School Director and Compliance Officer will conduct an inspection of the site and any jobs/issues logged on an Inspection Sheet. Any issues can then be discussed at management and Trustees Meetings.
- It is the responsibility of all staff, teaching, and non-teaching staff to report potential hazards and risks to the Chair of Trustees as soon as possible.

Safety in the Science Room:

Students may only conduct Science experiments under the strict guidance of the Science Teachers. All safety equipment (glasses) to be worn as and when required/directed.

All spillages, breakages, and accidents in the Science Rooms to be reported to the School Director and/or Chair of Trustees immediately.

School Kitchen:

Northleigh House School does not provide school lunches and students can 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 offering advice in line with Food Hygiene Standards.

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 for each visit 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 a mobile phone should be carried by staff when on a school visit. Students should always wear a seatbelt when travelling by car, coach, and/or 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, if appropriate, DBS number should be submitted 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. The school also has an extensive closed-circuit television system, in order, to provide security and protection for both students and staff, please see more detailed CCTV Policy, available to view on the school website.

- All visitors must sign in the visitor's book and wear a visitor label.
- All visitors who are or likely to meet children and work with them in isolation should be asked to produce evidence of ID and DBS. 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.

In the event of the school's security being compromised, for example, a reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school); an intruder on the school site (with the potential to pose a risk to staff and students); a warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc); a major fire in the vicinity of the school; the close proximity of a dangerous dog roaming loose: the school has a Lockdown Policy, is available on the school website.

Slips and Trips:

All slips and trips should be recorded in the Accident Book located in the School Office. The School Director/Chair of Trustees 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 in a locked cupboard. 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 Students:

The school day is from 9.00 am until 3.00 pm. Responsibility for students on the premises is accepted for 10 minutes on either side of these stipulated hours. The school will not be responsible for students outside these parameters.

Toilets:

Toilets are cleaned regularly. Staff should report any problems with the toilets to the School Director and/or the Chair of Trustees. The students should wash their hands after each visit to the toilet and before eating snacks and meals. Staff should remind students of this requirement to minimise cross contamination.

Older children requiring sanitary changing facilities should use the toilet next to the Map Room (any disposed sanitary ware is incinerated at the end of each day).

Training and Induction:

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

All staff are made aware of procedures in relation to, First Aid, accident, fire and emergency. Staff should be aware that failure to follow the above procedures may result in disciplinary procedures once an investigation has been undertaken to determine all facts.

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/carers 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 School Director and/or the Chair of Trustees.
- 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 School Director and/or the Chair of Trustees 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. Parents helping in school should be made aware of the health and safety arrangements applicable to them through the staff they are with.

Water Systems

See Legionella Risk Assessment.

Review Date: September 2024