

HANDEL HOUSE SCHOOL
Northholme, Gainsborough, Lincs. DN21 2JB
Telephone 01427 612426



HEALTH, SAFETY AND WELFARE POLICY

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publically available on the School website and on request a copy may be obtained from the School Office.

This policy, along with its associated documents, includes:

- A general statement of policy
- Who is responsible to do what (delegation of tasks)
- Arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.

Legal Status:

- Prepared with regard to Health and Safety at Work Act 1974 and associated amendments and regulations including any relevant supporting documents.
- The Management of Health and Safety at Work Regulations 1999.
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001
- Health and Safety: responsibilities and duties for schools - advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE July 2018)
- Health and Safety Executive (HSE) School trips and outdoor learning activities - tackling the health and safety myths (HSE July 2011)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) Regulations 2014
- Section 547 of the Education Act 1997
- Accidents and ill health at work are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) legislation www.hse.gov.uk/riddor Tel: 0845 300 9923

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school

Related Documents:

- Employment Manual, Equality and Diversity Policy and Procedures
- Safeguarding Children - Child Protection, Safer Recruitment, Anti Bullying Policies
- Behaviour Discipline and Sanctions Policy
- E Safety, First Aid and Medication Policies
- Health, Safety and Welfare Procedures
- Learning Outside the Classroom - Educational Visits and Off Site Activities
- Risk Assessment Policy, Prudence Policy
- Safer Recruitment, General Statement of Health and Safety Policy Summary

Available from:

- School Office and website

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The proprietor (who is also the Headteacher) will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: September 2022

Mark Raisborough
Headteacher / Proprietor

Introduction

Handel House School is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfE Guidance 2018 *Health and Safety: responsibilities and duties for schools* requires the employer to have:

- (a) a general statement of policy;
- (b) a nominated person who is responsible for what (delegation of tasks);
- (c) arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

In accordance with the Health and Safety at Work etc Act 1974:

- (i) the employer (Handel House School) is responsible for Health and Safety, although tasks may be delegated to staff;
- (ii) employees also have the duty to look after their own and others Health and Safety. Employers, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would.

The overall and final responsibility for Health and Safety is that of the Headteacher/Proprietor who is the Health and Safety Manager (HSM) and who also has the day to day responsibility for ensuring this and other health and safety policies are put into practice. The Headteacher/Proprietor is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises. The Health and Safety Policy will be reviewed every three years and whenever significant changes to the systems and arrangements take place. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number.

The Health and Safety at Work Act of 1974 places responsibilities on all our staff. A separate organisation chart is kept and maintained in the entrance and reception area to our school. This shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster on display in the staffroom that summarises our responsibilities as required by law. The reporting lines for health and safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding - Child Protection policy and procedures.

General Statement of Health and Safety Policy

- The aim of the Headteacher/Proprietor is to provide a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
- The Headteacher/Proprietor notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be

affected by it, are not exposed to unacceptable risks to their health and safety. The Headteacher/Proprietor accepts that we have a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

- The arrangements outlined in this policy statement and the various other safety provisions made by the Headteacher/Proprietor cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Headteacher/Proprietor will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.
- It is the Headteacher/Proprietor's policy to encourage employees, pupils, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.
- The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Because the Headteacher/Proprietor is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Headteacher/Proprietor. However, in some circumstances, for example where an employee has failed to take notice of the Headteacher/Proprietor's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.
- The Headteacher/Proprietor will review this policy statement within two years and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils/pupils.

Responsibilities/Duties of the Proprietor

The Headteacher/Proprietor is responsible for monitoring compliance with statutory requirements. The Headteacher/Proprietor has a duty:

- to identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a health and safety environment for children to enjoy learning;
- to make himself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations;
- to ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care, including compliance with the Lincolnshire Safeguarding Children Partnership arrangements, locally agreed inter-agency procedures, Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2019 including any further amendments as they are published, along with the Regulatory Requirements 2014 Part 3(3)(7) of the Education (Independent School Standards) (England) Regulations 2014;
- to identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage;
- to ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- to provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- to minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- to seek support from and consult with employees on matters concerning their health and safety;
- to provide safe equipment, safe play areas, safe access and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;
- to train all our staff in the particular health and safety issues that affect children;
- to provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities;
- to ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- to monitor and review this Policy and the various systems procedures; and

- to adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school;
- to comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*.

The Policy is achieved by the establishment of an effective health and safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

Where the Headteacher/Proprietor delegates responsibility for carrying out a particular health and safety function to an employee, he must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be put in place.

The Headteacher/Proprietor is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

Employees, visitors and contractors to the Headteacher/Proprietor's owned or operated sites are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Headteacher/Proprietor undertakes to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace.

Responsibilities of the Headteacher/Proprietor

As well as having the general responsibilities/duties of all members of staff, the Headteacher/Proprietor, who is also the HSM, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. He will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

In particular, the Headteacher/Proprietor will, so far as is reasonably practicable:

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to himself and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, pupils/pupils and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils and make recommendations to the Proprietor on resource implications of meeting such needs.

- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all school based activities by:
- Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
- Carrying out periodic audit and review of the safety management systems that are in place.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Advisory Board on health and safety matters.

Responsibilities/Duties of All Staff

The Health and Safety at Work Act 1974 states:

‘It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of themselves and of any persons who may be affected by their acts or omissions at work, and
- (b) as regards any duty or requirement imposed on their Headteacher/Proprietor or any other person by or under any of the relevant statutory provisions, to co-operate or comply.’

The Act also states:

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.’

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of others and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Headteacher/Proprietor.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work.
- to observe standards of dress consistent with safety and/or hygiene.
- to exercise good standards of housekeeping and cleanliness.
- to know and apply the emergency procedures in respect of fire and first aid.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.

- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
- Co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- Act as a prudent parent when in charge of pupils, as they have a duty to under common law.

Employees should follow any health and safety procedures put in place by the Headteacher/Proprietor. However if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with the Headteacher/Proprietor and request that it is reviewed. Usually the Headteacher/Proprietor will work with the employee(maybe consulting with the school's Health and Safety Advisors) to ensure that the procedures at the school are proportionate, effective and appropriate.

Teaching and Support Staff

These staff:

- have a general responsibility for the application of the Headteacher/Proprietor's safety policy to their own area of work and are directly responsible to the Headteacher/Proprietor for the application of existing safety measures and procedures within that area of work;
- follow the advice or instructions given by the Headteacher/Proprietor including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Headteacher/Proprietor any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary submit a report to the Headteacher/Proprietor;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate seek the advice and guidance of the Headteacher/Proprietor;
- shall propose to the Headteacher/Proprietor requirements for safety equipment and on additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher/Proprietor then, subject to the explicit agreement of the Headteacher/Proprietor, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headteacher/Proprietor. The Headteacher/Proprietor notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

The Headteacher/Proprietor or his designated representative will seek to ensure that hirers, contractors and others who use the school/ premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

When the premises are hired to persons outside the 'employ' of the Headteacher/Proprietor, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Headteacher/Proprietor and that they do not, without the prior consent of the Headteacher/Proprietor:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

The procedures for the selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account:

- the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed 'the site';
- the scope of the Works
- the name of the Contractor undertaking the Works;
- the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher/Proprietor or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury. The Headteacher/Proprietor will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Lettings and Hirers must:

- comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.);
- adhere to the capacity figures detailed on any lettings documentation.

The Headteacher/Proprietor must ensure that:

- the means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirer is safe;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed;
- hirers using any equipment or facility provided by Handel House School are familiar with its safe use and if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;

- hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.) and;
- hirers adhere to the capacity figures detailed on any lettings documentation.

Staff Training

- This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.
- Staff training is a set agenda item for the health and safety sub-committee.

Monitoring and review measures to meet satisfactory health and safety standards

- There is a health and safety external auditor who visits annually and makes recommendations
- Consultation arrangements with employees are in place to ensure the maintenance of health and safety standards. Health and Safety features as a regular feature of the weekly staff meeting.

Risk Assessment

- Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- As HSM, the Headteacher/Proprietor will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on a bi-annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Proprietor who will prioritise issues and assign resources to undertake remedial/control measures where required.

Arrangements for Hygiene

The following arrangements are specifically put in place to minimise the likelihood of any staff or pupils picking up diseases, ailments or other health problems. We teach our pupils about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by pupils. Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.

The Curriculum

We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate pupils in this regard in the normal school curriculum. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

Child protection

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform Mrs Smith DSL and/or the Headteacher/Proprietor about their concerns. The Headteacher is the school's Deputy Designated Safeguarding/Child Protection Officer (DDSL) for all children inclusive of EYFS. It is the Headteacher/Proprietor's policy to comply with the Lincolnshire County Council's Safeguarding and Inter-Agency Child Protection Procedures.

We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures in order to ensure that there is no evidence of offences involving children or abuse.

Recording and Reporting accidents to staff, pupils and visitors

The Headteacher/Proprietor ensures that Handel House School Complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* under which Handel House School is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths;
- Major injuries;
- Over-three-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done - a 'near miss'.

Off-site Visits, Including Residential Visits and School-Led Adventure Activities

The School has an Educational Visits Co-ordinator (EVC) along with policies and procedures for Educational Visits and Off-Site Activities. These include a manual for Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident. The school also access to professional advice and detailed documentation in this area of the curriculum. With reference to our off-site activities:

- We always ensure adequate staffing ratios at all times.
- Adults accompanying residential trips have a DBS enhanced certificate.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We always insist that parents sign consent forms whenever we plan to take the pupils away from the premises for an outing somewhere, no matter where.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking school trips make the appropriate risk assessment prior to the visit.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport pupils anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc that are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts. We instruct the pupils to use seat belts at all times when the bus is moving.

Dealing with Health and Safety Emergencies: Procedures and Contacts

The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Handel House School. These procedures are updated on a regular basis. The log book for recording and evaluation of practice and evacuation drills will be held securely in the school office.

The Headteacher/Proprietor has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Headteacher/Proprietor which are specified in the daily routines.

First Aid, Medication and supporting Medical Needs

Please refer to the school's separate First Aid Policy. Handel House School has in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;

- having at least one qualified person on site when pupils are present;
- showing how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures for dealing with spillage of body fluids and
- guidance on when to call an ambulance;

At Handel House School:

- First Aid box is held at the Staffroom, Medical Room (downstairs kitchen) and other key areas. Portable boxes are available from the School Office for off site visits and where needed;
- The names of all qualified First Aiders will be circulated to all staff and a copy displayed in the reception area.
- The accident book and report forms for injuries and the procedures to be followed are clearly outlined in the First Aid policy;
- A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity and
- The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Party Leader and supervising staff.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. One of the teaching assistants is responsible for maintaining first aid supplies. A prominent notice lists the first aiders and their locations. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity.

If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy.

Occupational Health Services and Managing Work-Related Stress

As a good employer we take our duties and responsibilities with regard the welfare of both staff and pupils very seriously. The school has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

Workplace Safety for Teachers, Pupils and Visitors

The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of Handel House School eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school

School Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher/Proprietor immediately. The Headteacher/Proprietor will direct any intruder that they must leave the school site straight away. If this does not occur the Headteacher/Proprietor will contact the police immediately.

Safety of Children

It is the responsibility of teachers, therapists and support staff including volunteers to ensure that all curriculum activities are safe.

If any staff member does have any concerns about pupil safety, they should draw them to the attention of the Headteacher/Proprietor before the activity takes place. We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, staff will do all they can to aid the child concerned. There will always be at least two members of staff present at all times who are trained in first aid. We have a medical room and First Aid boxes at specific points within the school. All staff are required to complete both Paediatric Training. Designated members of staff have completed First Aid at Work Training. The level of training completed by staff and their renewal dates are stated in the First Aid Policy.

Fire marshals have been appointed and are named in the Fire Safety Policy. We comply with the national and local fire regulations for schools including regular fire drills, planned and unplanned, which are logged.

The Headteacher/Proprietor is the Health & Safety Manager (HSM)

The Headteacher/Proprietor is the deputy designated person for Child Protection. Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance. We log all incidents involving injury in the school, and we inform parents in all cases. Head injuries will always be reported to parents and carefully monitored. It is important that parents ensure they provide us with up-to-date contact details.

Seat belts

We only use coaches and mini-buses where seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving.

Supervision of pupils

In addition to this being built in to the day to day working practices at Handel House School we also have a separate policy that clearly states the schools approach. We make professional judgements taking into the consideration the age of the pupils and activities in which they are engaged.

Theft or other criminal acts

The Headteacher/Proprietor will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Headteacher/Proprietor will inform the police and record the incident on an incident form. Should any incident involving physical violence against a teacher occur, this must be reported to the Headteacher/Proprietor immediately.

Non-Smoking

Our school in compliance with the law is a non-smoking establishment. We do not allow smoking on the school premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. We strongly discourage our children from smoking. We aim to help children know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip children with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

Monitoring and review measures to meet satisfactory Health and Safety Standards

The Headteacher/Proprietor:

- ensures that the school regularly reviews its processes and procedures with regard to health and safety matters.
- in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

- implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

Behaviour of any person (including a parent) on the school premises

Our School has a written policy setting out the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Employees, pupils, contractors and visitors to the school are reminded that it is their duty to look after their own health and safety; to ensure that they do nothing to endanger anyone else and to co-operate with the School in all matters of health and safety. The proprietor copies this policy to all employees.

Violence towards Staff

If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

Manual Handling

The School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

Slips and Trips

Handel House School has procedures in place to reduce the risk of slips and trips at the school.

On-site Vehicle Movements

Whilst there are no onsite vehicle movements at Handel House School, because the entrance faces a main road, the school takes both the travel plan agreed by local authority and traffic awareness training into consideration.

Management of Asbestos

An Asbestos survey has been undertaken with recommendations implemented; the school has in place both policy and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

Control of Hazardous Substances

The implications to COSHH applied at Handel House School where both records and working practices reflect the seriousness in which the School implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments.

Maintenance and testing

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by pupils.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

Fire Safety

In Accordance with the 'Fire Safety Order' (2005) Handel House School undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our proprietor complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

The Company Secretary at Handel House School keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; (vi) certificates for the installation and maintenance of fire-fighting systems and equipment

APPENDIX - Index of Documents and Working Practices in support of Health and Safety

- Absence of children and lost children
- Animals in school
- Answering the door and the collection of children
- Asbestos management and control
- Audits and inspections – both school led and external contractors
- Behaviour management including physical restraint (use of reasonable force)
- catering and food policy
- Children and young persons' employment
- Complaints relating to health and safety
- Construction, design and management regulations including the selection and management of contractors
- Control of substances hazardous to health (CoSHH)
- Crisis management plan and dealing with emergencies
- Curriculum health and safety
- Death of a child
- Disability discrimination Act (1995)
- Display screen equipment
- Drugs education
- Educational visits and off-site activities - learning outside the classroom (LOtC)) including residential visits and any school led adventure activities
- Electricity at work regulations
- Environment
- Equipment - purchasing and maintenance
- Fire safety - inclusive of compliance with the Regulatory Reform (Fire Safety) Order 2005
- First aid and supporting medical needs
- Glass
- Handyman risk assessment inclusive of undertaking minor repairs
- Health and Safety Committee inclusive of consultation arrangements with staff
- Health and safety emergencies- procedures and contacts
- Health and safety standards - Monitoring adherence
- Health and safety training

- Housekeeping standards
- Hygiene good practice policy
- Legionnaires Disease
- Lost children
- Maintenance of plant and equipment (and, where necessary, examination and testing) of plants and equipment such as electrical equipment, local exhaust ventilations, pressure systems, gas appliances, lifting equipment and glazing safety
- Manual handling
- New or expectant mothers
- Noise
- Occupational health services and managing work-related stress
- Out-of-Hours and lone working
- Pandemic such as Avian Flu
- Personal protective equipment (PPE)
- Recording and reporting accidents to staff, pupils and visitors- including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Risk assessment - undertaking, recording and reviewing risk assessments, especially with regard to potential accidents, risk control measures, health hazards, pupils and their behaviour.
- Security
- Slips, trips and falls
- Supervision of pupils policy and working practices
- Training of staff in health and safety, including risk assessment
- Smoking, alcohol and drugs policy
- Storage facilities
- Vehicles - inclusive of on-site vehicle movements and legislation specific to proprietorial schools.
- Violence to staff and personal safety - cross referenced to the behaviour policy
- Visitors
- Waste disposal
- Water testing and legionnaires disease
- Working at height
- Work equipment including work place safety for teachers, pupils and visitors
- Work experience
- Workplace safety for teachers, pupils and visitors