



Health and Safety Policy

Up-Grade Training and Therapy

This policy was adopted on 20/03/2020
This policy is due for review on 20/03/2024

Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Directors and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974. The Management Team of the School are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Roles and Responsibilities

The Head Teacher is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Directors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

All School Staff will:

- Read the Health and Safety Policy and sign it
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Contribute to and highlight any gaps in the school's risk assessments In accordance with the school rules and procedures on discipline,

Pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Arrangements Accidents and Incident Reporting

- Medication is only administered to pupils when the parental consent form has been completed and signed by a member of staff.
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept and signed by two members of staff.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
 - The associated procedures and control measures will be funded and enforced
- ### **Educational Visits**
- The Educational Visits co-ordinators are the Headteacher and School admin Manager.
 - All off site trips will be subject to risk assessment.
 - All items of portable electrical equipment in school are inspected and checked annually Employee Health and Wellbeing
 - Fire exits have appropriate signage
 - Plans showing exit routes are displayed by the door of each classroom
 - A fire drill is practiced and documented once a term by the Headteacher
 - Evacuation times and any issues which arise are reported to the Directors
 - Fire extinguishers are checked annually by Chubb
 - A separate fire safety policy and risk assessment has been produced First Aid Provision
 - All lunchtime supervisors and support staff are trained first aiders.
 - Notes are sent home for bumped heads.
 - Portable first aid kits are taken on educational visits
 - 2 members of staff are Paediatric First Aid trained
 - All accidents and cases of work related ill health are recorded in the accident book in the school office and reported to the authority when required.

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day Playground Supervision
- Appropriate levels of supervision will be maintained in playgrounds as described in the outdoor play risk assessment

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis.

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

Stress at Work

- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place.

Working at Height

- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - o Use appropriate access equipment - step ladders, kick stools etc.
 - o Wear flat shoes whilst putting up displays
 - o Not climb on furniture to put up displays