

	<b>Health and Safety Policy</b>
Person(s) Responsible:	
Approval:	Governing Body
Headteacher:	Gary Edmunds
Policy Originator:	Gary Edmunds
Date Approved:	September 2020
Date of Review	September 2021

**To be read in conjunction with: School Medication Policy, Care and Control Policy, Behaviour Policy, Fire Safety Policy**

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## **1.0 Introduction**

**1.1** All pupils at Spring Hill High School have the right to be taught, and all teachers and staff have the right to work in a safe and healthy environment. Pupils should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity. Staff should be given the training they need so they can keep themselves and pupils safe and manage risks effectively.

**1.2** It is recognised that it is the duty of the Governing Body to ensure, so far as is reasonably practicable, that pupils, staff and others using the school premises are not exposed to risks to their health and safety. A safe and healthy working and learning environment for staff, pupils and visitors is expected. Only the adoption of safe methods of work and good practice by every individual at Spring Hill High school can ensure everyone's personal health and safety.

**1.3** The School's health and safety responsibilities derive from the Health and Safety at Work Act 1974 and the associated Management of Health and Safety at Work Regulations 1999. The legislation is based on the duty to assess and manage risk

and is usually enforced by the Health and Safety Executive (HSE). It is also based on the Health and Safety Advice on Legal Duties and Powers for Local Authority, School Leaders, school staff and governing body 2014.

**1.4** The school, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974, relevant regulations, approved codes of practice, guidance notes, and with due regard to advice and information provided by the Governing Body.

## **2.0 The Aims**

The Management Team of the School, and the Governing Body 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 on 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, among 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 recurrence.

## **3.0 Roles and Responsibilities**

**3.1** The **Governing Body** have ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils.
- In their 'critical friend' role, maintain an interest in all health and safety matters.
- Review and monitor the effectiveness of this policy.

**3.2 The Headteacher** is responsible for the day to day running of the school. They will:

- Promote a positive and 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
- Liaise with the maintenance team at Lindale Care to ensure any building/grounds issues are dealt with in a timely manner

**3.4 Deputy Headteachers/Phase Leaders/Team Leaders** within the school will support the Headteacher in her role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the headteacher 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
- Ensure that any work that has health and safety implications are prioritised
- Report any concerns regarding unresolved hazards in school to the headteacher and to the Director, Lee Baillie
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and buildings to spot any disrepair or other hazards such as broken glass in the play areas, etc.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm

**3.5 All School Staff** will:

- Read the Health and Safety Policy
- 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 / play areas / 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
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

**3.6** 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

## **4.0 Arrangements**

### **4.1 Accidents and Incident Reporting**

The accident reporting procedure and all the associated paperwork can be found on each site in the main office. All accidents must be reported to the headteacher as soon as is reasonably practicable within a 24 hour time span.

### **4.2 Fire Safety**

The headteacher will ensure that a fire risk assessment is carried out to comply with the Regulatory Reform Fire Safety Order 2005. The risk assessment will be reviewed annually. All documentation including records of fire drills and equipment tests will be retained in a Fire Safety Log on each site.

### **4.3 Fire and Emergency Evacuation Procedures Fire Prevention Equipment**

The emergency evacuation procedures are documented and displayed at strategic areas in all school buildings identifying the nearest exit and the assembly point. Fire drills are held termly for all buildings. These fire drills are recorded and any issues are investigated. Annual checks are made to monitor the condition of all fire prevention equipment. Weekly checks are made on the fire alarm system. See Fire Safety Policy.

### **4.4 No Smoking Policy**

No one should smoke in any of the school buildings. School staff, pupils and visitors should not smoke near any of the school's external access points or on the school's grounds.

#### **4.5 Safeguarding/Security**

Deputy headteachers are to ensure that pupils and staff entering the school sites sign in and out of the running log.

All staff receiving visitors are to ensure they sign them in and out the visitors book and the running log and they must wear a visible name card with the company that they are representing where this is appropriate. All visitors must wear a visitors sticker.

All visitors must be accompanied by a member of staff at all times during school hours while there are pupils in the buildings. The member of staff who collects the visitor at the door must make the visitor aware of the school fire safety procedures.

They must also make the visitor aware that by signing the visitors book they are signing to say that they are willing to adhere to the school's fire procedures.

The name of the school's designated safeguarding lead (DSL) is prominently displayed in every building so that all pupils/carers/staff/foster carers and social workers are aware of who to pass safeguarding concerns to.

#### **4.6 Supporting Pupils at school with Medical Needs**

Medication is only administered to pupils when the parental consent form has been completed. These forms are completed during the admissions process.

The medicine will be administered by a trained member of staff for each pupil and appropriate records kept. There is a member of staff on each site in the school who are able to administer medicine and to witness the administration of medicines. All staff are also trained in the management of specific management conditions, asthma, epilepsy and diabetes.

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/carers/foster carers/social workers) which may be kept in the medical box that is kept in the office of each site, out of the reach of other pupils. A medical support plan is written in collaboration with the SENDCo, the pupil and/or parents or carers, this is reviewed annually unless changes to the plan are necessary before the review.

#### **4.7 First Aid**

Each school site has a medical area as an accommodation for short term care of sick and injured pupils. Each medical area has washing facilities and is near to a toilet facility. These areas are also used by Visiting Health Authority Staff. All medical rooms have facilities for the appropriate disposal of clinical waste and

hazardous waste. Portable first aid boxes are kept in the site offices instead of the medical room because of the vulnerability of the pupils and their risks around self harm. Each site has a named registered First Aider who administer First Aid. The name of the registered First Aider is prominently displayed in each site. It is the First Aider's responsibility to replenish the First Aid boxes and to keep an up to date log of the contents of the box.

#### **4.8 Storage of Toxic Material-Drugs**

Parents are discouraged from sending medication to school. However, if it is necessary to do so it should be clearly labelled with the child's name, the name of the medication, dosage and expiry date and it will be kept in a locked First Aid box in the Deputy headteacher's office. (Please see the school's medication policy). Where appropriate pupils are encouraged to keep their own asthma inhalers and use them appropriately.

#### **4.9 Accident Reporting**

An accident book for recording accidents to pupils, staff and visitors is kept in the school office. Parents, carers, foster/carers and social workers are informed of all accidents without delay.

#### **4.10 Emergency contact numbers**

The school's headteacher acts as emergency contact for any emergency in the school. However where and when necessary staff should dial 999 for ambulance, fire or police services. There is an information sheet in each site office by the telephone giving guidance on the information that is required by the emergency services.

#### **4.11 Equipment used during play time**

The deputy headteacher of each site has a responsibility to ensure that all playtime equipment used during lunch and break times meets health and safety standards as outlined by manufactures. Other facilities such as the asphalted football pitch at Slade Road should be frequently checked by the deputy headteacher and where faults are found this should be reported to maintenance without delay. Staff should ensure that faulty equipment/facilities are not used by pupils.

Playground equipment/facilities and their use are supervised during all breaks during the school day.

If the equipment is used during lesson time supervision is again maintained

One of the school's deputy headteachers has the responsibility to decide, record and enforce if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

#### **4.12 Control of Hazardous Substances - Chemical**

The school has a duty to assess, control and monitor substances that are likely to pose a hazard to health.

The use of hazardous substances in school will be kept to a minimum.

The deputy headteacher of the site will complete a COSHH assessment for all hazardous substances used on site. All sites have a cupboard which is kept locked at all times.

#### **4.13 Manual Handling and Use of Force.**

Pupils and staff must only lift equipment and furniture within their own individual capability. The school uses physical intervention as a last resort where pupils are putting themselves or others at risk. All staff are required to undertake specialist training, where they are taught safe techniques to physically hold a pupil prior to being employed in the school. The specialist training is NFPS (The National Federation for Personal Safety. See behaviour policy. Members of staff who are unable to carry out physical interventions MUST report this to the headteacher. If this is as a result of injuries they must produce a doctor's note stating that they are unable to manually handle. In these circumstances the staff will only return to physical intervention after producing a certificate of physical fitness from a doctor. Further manual handling training will be provided for appropriate members of staff, if necessary, including how to lift pupils safely.

#### **4.14 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.

#### **4.15 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 Headteacher is informed immediately and this information contributes to any decision to close the school.

#### **4.16 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:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays
- Not climb on furniture to put up displays

#### **4.17 The Handling of Food and General Hygiene**

All staff are trained and are equipped to handle food safely on the school sites. Before commencing employment in the school all teachers and staff MUST complete an online training in Safer Food Handler-Food and Hygiene ; Iportal Webportal Training system( ATF Solutions) In the line of Fire and Health and Safety Essentials. The school completes a diary from the Foods Standards Agency, Safer Foods Better Business For Caters. The diary is filled out daily and it includes the completion of a daily and weekly cleaning schedule. In addition to the diary the school completes daily safety checks which includes fridge freezer temperature, food temperature, COSHH checks and general housekeeping. These are all logged and logs are kept on individual school site.

#### **4.18 Curriculum**

Pupils are constantly made aware of health and safety issues through the school's ethos, rules and curriculum.Regular themes that are covered are:

- Respect for the privacy of others and their property
- Hand washing after using the toilet and their dinner
- Bullying
- School fire drill
- Use of protective clothing:aprons,goggles,gloves
- Skin and eye protection from the sun
- Danger of smoking and drug abuse
- The importance of diet and exercise

#### **4.19 Food Technology/Design Technology/Art**

When working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils will be taught:

- About hazards, risks and risk control
- To recognise hazards, assess consequent risks and take steps to control the risks to themselves and others
- To use information to assess the immediate and cumulative risks
- To manage their environment to ensure the health and safety of themselves and others
- To explain the steps they take to control risks



Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned. In the case of cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place. Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

#### **4.20 PE Equipment**

All Physical Education activities are carried out off-site through reputable providers. Risk assessments are carried out by the providers.

#### **4.21 Disabled access**

The school's Wood End Lane site has a ramp for easy wheelchair access. To school will seek to make reasonable adjustments to accommodate disability of pupils, staff and visitors.

#### **4.22 Transport**

Company cars are provided for the use of transporting pupils. All vehicles are fully fitted with working seat belts. The driving records of members of staff who drive company vehicles are checked by the company. Vehicles are frequently quality checked and are generally checked by the driver before all trips. Pupils with more than one staff must drive on the back seat on the adjacent side of the driver, accompanied by other member/members of staff.

#### **4.23 Staff and Pupils leaving site**

No pupil will leave the school site without permission. Due to the nature of the school which has an exceptionally high percentage of pupils in care, teachers and staff are trained using NFPS (The National Federation for Personal Safety techniques to act in line with Deprivation of Liberty Safeguards (amendments to the Mental Capacity Act 2005) to restrict pupils from leaving site if the risk assessment is as such that they are acting in the best interest of the pupil. If, however a pupil chooses to leave site without permission and the risk assessment is such that the pupil is in no danger to themselves, others or property, staff **MUST** allow them to do so.

Parent/carers/foster carers/ social workers are immediately informed of the time the pupil left and staff are advised to follow pupils at a safe distance if appropriate. Staff that are arriving late or leaving any of the school's site during directed times without permission must seek authorisation from the headteacher who has the responsibility to ensure that the correct staffing ratio is maintained at all times to keep pupils and staff safe.

#### **4.24 Educational Visits**

The risk assessment procedures of the school will be followed for all students undertaking a specific educational visit.

In addition the venue will be asked to provide its own risk assessment when available and this will be included in the individual one for each pupil.

In the event of the trip taking place near water, the guidelines of Group Safety at Water Margins will be taken into consideration:

- Things to think about before you go
- Getting ready to go Plan A/Plan B
- Things to think about on the day
- The long term

Other off site visits will follow the advice given in 'A handbook for Group Leaders' ( HASPEV)for the following:

- Supervision
- Ongoing risk assessment
- Emergency procedures
- Advice on Specific Activities-Coastal visits,swimming in natural waters, farm visits

All teachers taking responsibility for pupils on off site educational visits, involving any of the venues mentioned above, must have completed the Induction course, including the study of the above mentioned documents.

(see Educational Visits Policy)

#### **4.25 Employees Health and Wellbeing**

Individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the Schools Health and Wellbeing Service. Spring Hill High School's Health and Wellbeing Service is as follows:

- Staff have an opportunity to speak about their health and wellbeing with their line manager
- These include:
- access to the two inhouse counsellors, independent counsellors (if needed) and a Remedial Sports Therapist and company health insurance.

#### **4.26 Pregnant Members of Staff**

Spring Hill High School Ltd procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment' and sent to all deputies.

#### **4.27 Electrical Equipment**

All staff are required to do visual checks on electrical equipment as they use it and to report any problems to the maintenance team.

#### **4.28 Monitoring and Reviewing**

This policy will be reviewed annually or when necessary in order to meet changes in circumstances

Ratified by Governors:

Name: Barbara Scrivens

Role: Chair of Governors