



# Health and Safety Policy

Agreed by Governors on; 17.10.16

Signed by Chair of Governors: Sally Birkbeck

*Sally Birkbeck*

Statutory policy YES

Frequency of review period; 3 yrs

## Document History

Date	Description
28.11.11	Agreed by Governors
20.01.14	Agreed by Governors
01.01.17	Review Due
17.10 .16	Agreed by governors

*Safe Happy Learning*

*Education Co Location Co operation*



# **Health and Safety Policy**

**To be read in conjunction with the following policies and procedures;**

**Fire/evacuation**

**E safety briefings**

**Emergency briefings**

**Disaster Plan**

**Safeguarding Policy**

**DBS Policy**

**Door and visitor protocols**

**Behaviour and Discipline**

**Hygiene & Close Personal Contact Policy**

**Risk Assessments**

**Behavior Support Plans /Risk assessments**

**Moving and Handling Plans**

**Medical Care Plans**

**Swimming Pool EOPs and NOPS**

**Care and Control Policy**

**THIS IS NOT A DEFINITIVE LIST**

## **Introduction**

**The overall and final responsibility for general Health and Safety with regard to pupils, staff and school visitors using the building is that of Bradford Council, but the School Governors have responsibility for day to day matters under their control. The Governing Body is committed to abiding by Bradford Council's Health and Safety at Work Policy.**

## **Aims**

At Delius Special School, **everyone matters** and we aim to provide Safe Happy Learning for all.

The health and safety of pupils, staff and other users of the school is of the greatest importance to all. Everything will be done to promote good physical and emotional health and to keep everyone safe and to protect them from danger. This policy applies to all our school community but especially to children.

## **Objectives**

*For the purpose of this policy the term 'sufficient staff' means; appropriate staff to pupil ratios.*

1. To establish excellent and effective procedures, and an ethos of mutual responsibility, for keeping all members of the school community, but especially children, safe, healthy and active.
2. To put into place safe procedures and contingency plans for health, safety and safeguarding.
3. To manage the schools Health and Safety Audit systems and report to the Governors on safety performance and standards.
4. To ensure that staff are trained and carry out their health, safety and safeguarding responsibilities effectively.
5. To ensure that there is a quick and effective response to any incident, or 'near miss' and that all documentation is completed and plans reviewed.
6. To ensure that probable sources of danger are identified and that appropriate action is taken.
7. To ensure there are sufficient Named People for Child Protection and that all staff are aware of Child Protection issues and procedures.
8. To ensure that appropriately trained staff provide first –aid in case of accident
9. To ensure that there are sufficient staff trained as pediatric first –aiders.
10. To ensure there are sufficient staff trained in the agreed medical interventions and feeding procedures for pupils.
11. To ensure there are sufficient trained staff in procedures supporting the needs of pupils, working within and under the direction of health, medical and therapy supervision e.g. physiotherapy programmes, positioning, Rebound Therapy and Rebound Skills,

hydrotherapy and water skills, Speech and Language programmes, safe feeding principles, etc

12. To ensure there sufficient members of staff trained in positive Behaviour Management and Positive Handling/restraint (Team Teach)

13. To ensure there sufficient members of staff trained in Moving and Handling.

14. To ensure that there are appropriately trained staff in Pool Safety (NARS), Life Guarding, ICT, Internet Safety and other areas of the curriculum.

15. To ensure that the school makes effective use of appropriate outside agencies to advise and support on health and safety matters. To campaign for more clinical, nursing and therapy staff in school.

16. To use the ethos of the school, the curriculum, extra curricular activities and therapy based skills, to promote children's healthy growth and emotional and physical development.

17. To ensure contractors working on the premises understand their responsibilities in relation to health and safety, safe guarding and effective liaison between the contractors and the custodian is in place including risk assessments.

## **Strategies**

1. All pupils, staff and visitors to the school to follow the established health and safety procedures.

2. Risk assessments will be carried out by staff before activities, visits and Staff Risk assessments are in place for any known medical conditions.

3. Regular health and safety checks will be carried out by staff to monitor the school environment and equipment, including Trade Union health and safety inspections.

4. Detailed records of accidents and incidents will be kept they inform practice.

5. Promote healthy eating and drinking: relationships and emotional literacy.

6. Play, physical education (PE), therapy based activities, sport, games and extra curriculum will promote physical and emotional development. Children will be encouraged to be active and healthy.

7. Promote and maintain the highest degree of physical, mental and social wellbeing for all pupils and staff.

8. Where necessary assist in the placing and maintaining of employees in occupational environments suitable to their physiological needs and where necessary make reasonable adjustments to meet these needs.

9. The curriculum, especially science, PE, Relationships and Sex Education and Personal, Social, Health and Citizen Education, and therapy and play will be used to teach children about healthy eating, and healthy lifestyles and physical and emotional wellbeing.

10. Ensure computer security is in place including E-Safe which will detect computer misuse, protect the pupils from cyber bullying and capture inappropriate materials and

images that may have been uploaded onto the school network.

### **Responsibilities**

- ***The Headteacher, or in the absence of the Headteacher the Deputy or nominated Assistant Headteacher, will be responsible for ensuring that this policy is implemented.***
- ***All members of staff have a duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and have responsibility to co-operate to achieve a healthy and safe environment.***
- ***It is the responsibility of each staff member to follow policy and procedure with regard to safe working practices, use of equipment, materials and substances and maintenance of a safe working environment. It is the responsibility of each staff member to follow Health and Safety procedures for the designated areas and work activities in school, e.g Food Technology Room, Rebound Room, etc.***

### **ALL EMPLOYEES AND OTHER SCHOOL USERS WILL:-**

1. Comply with safety rules and procedures at all times whilst at work and conduct themselves in such a manner so that they, the pupils and other people, are not put at risk by their activities.
2. Co-operate with supervisors and Senior Leaders on all matters affecting health and safety at work.
3. Report any hazard or defect that may affect safety, health or welfare to their supervisor or a senior leader immediately.
4. Feel free to make suggestions to the Senior Leaders which may improve the health and safety for staff, pupils or other school users.
5. Wear the necessary protective clothing and use safety equipment provided by school. Employees will face disciplinary action for misusing or failing to use safety equipment correctly.
6. Keep up to date with health and safety documents, policies, procedures, guidance and other safety documents as required by the school.
7. Only use machinery/equipment for which they have been fully instructed and trained.
8. Report all accidents and incidents occurring in the school to the school office immediately using the accident/incident reporting procedure.

The governors are responsible for

- Ensuring the school complies with relevant legislation and guidance
- Ensures that this policy and any action plans are monitored and reviewed
- Ensuring appropriate staff to pupil ratios are met in school to meet the pupils needs
- There is a Health & Safety governor who liaises with the Business Manager

## **SPECIFIC ARRANGEMENTS**

### **Risk Assessments**

- *A risk assessment is a careful examination and subsequent evaluation of what could potentially cause harm to yourself, your staff, pupils, visitors, or anyone else who may be on the premises or who may be affected by your actions. The assessment should consider the best course of action to take to reduce the risk to as low as reasonably practicable.*
- *Risk assessments are carried out for the following:*

**Areas of the building** – *the staff member responsible for safety in specific areas of the building will carry out a risk assessment. It is the responsibility of the Headteacher to ensure these risk assessments are undertaken.*

### Fire Procedures

1. A fire risk assessment is in place, up to date, reviewed annually and any issues arising from it have been actioned.
2. The means of escape and fire alarms systems, are fully maintained at all times and periodic evacuations drills are carried out. The findings of these drills will be recorded in the fire register which must be kept available for inspection on the premises.
3. School senior leaders are supported by a range of competent persons i.e. Maintenance engineers, Building Surveyors, Electrical Surveyors, Fire Safety Officers and Occupational Safety Advisers.
4. Visitors to the school are aware of the fire escape route and procedures. All reasonable action will be taken to ensure visitors are accompanied in school at all times.
5. Training is given to appropriate staff in the use of fire fighting equipment when appropriate.
6. **All staff will familiarise themselves with and abide by the school's Fire Regulations**
7. **There will be a Fire Evacuation Drill at least termly and the findings of these drills will be recorded in the Fire Register which is kept available for inspection on the premises.**
8. **The Fire Alarm system is tested weekly and maintained annually**

**Educational Visits and Activities** – *staff members responsible for organising the educational visit or activity will carry out a risk assessment. The visit is also entered on to the local authority risk assessment system Evolve. These must be approved by the Educational Visits Co-ordinator (EVC), currently the DHT.*

**Pupil Behaviour** – *individual pupils "Behaviour Support Plans/Risk assessments which will include physical intervention. "Behaviour Support Plan/ risk assessments will be monitored by the Team-Teach Lead Person.*

**Moving and Handling** – *Moving and Handling Plans are written by the class teacher/ and overseen by the Moving and Handling Key Trainers*

**Medical Care Plans** – *including the Administration of Medicines and Medical Procedures. All relevant staff members will be made aware of individual Pupil Care*

**Plans.** *There will be regular checks on medications in school by the School Nurse and the Personal Care Manager. Care plans are reviewed at least annually.*

**Specific Subject Areas and Activities – Curriculum Risk assessments,** e.g. Art, D&T, Food Technology, ICT, P.E., etc – *risk assessments for the subject specific rooms/activities will be made by subject co-ordinators, and/or staff members responsible for the specified subjects and activities if the subject activities take place outside the specialist subject room/area. (e.g. if Home Technology takes place in a classroom, not the HT room), the staff member(s) responsible for the planning and delivery of that activity should undertake the risk assessment.*

**Generic Room Risk Assessments** -*these are made by the Business Manager /caretaker to cover non curriculum base risks such as storage and placement of equipment etc*

**Security and Lone Working –** *a risk assessment on security and lone working is to be provided by the business manager*

#### **Accident Reporting and Recording**

- *All accidents or injuries, no matter how minor, to staff members, pupils, visitors and contractors working on site must be recorded on Accident Book (Form AB1), following Bradford Metropolitan District Council Accident Reporting Procedure. The Accident Book is kept in the school office and the Accident Book holder is the administrator. The Accident Book will be checked each half term by the Head teacher.*

#### **Violence to Staff**

- *Whenever there is an incident of violence to staff, be it physical, sexual, verbal or threatened, Violence to Staff form should be completed and submitted to office and the headteacher informed.*

#### **First Aid and Medical Arrangements**

- *All members of staff will familiarise themselves with and abide by, the school's Policy for Supporting pupils at School with Medical Conditions.*
- *A list of Current School First Aiders, pediatric First aiders and 'Key First Aiders' is displayed around the school.*

#### **Hazardous Chemicals**

- *The Business Manager and caretaker will ensure the safe storage of hazardous materials and ensure compliance with COSHH procedures.*

#### **Medical Oxygen**

- *Medical Oxygen is stored in accordance with current regulations and guidelines and appropriate risk assessments are in place.*

#### **Premises Security**

- *The Business Manager and caretaker are responsible for day to day premises security.*

### ***Premises and Grounds Maintenance***

- ***Premises and ground maintenance is the responsibility of the caretaker.***

### ***Minibus and Use of Staff Cars***

- ***All Drivers of the School Mini-Bus will abide by the relevant protocols., and staff Code of Conduct . All staff wishing to drive the school minibus will be required to hold the appropriate licence and to undertake the necessary training and follow the LA's renewal procedures.***

### ***Recruitment of Staff***

- ***The Governing Body, Headteacher and Administrative Staff and any recruitment Panel will familiarise themselves with and abide by the School's "Staff Recruitment and Selection Policy". At least one member of the Panel will be trained in Safer Recruitment.***

### ***Health and Safety Training***

- ***Specialist Health and Safety Training will be arranged by the Business Manager for appropriate staff as and when necessary.***

### ***Health and Safety Inspections***

- ***Following a Trade Union Health and Safety Inspection the Business Manager will report to the Governors at their next meeting, the content of the report, their responses and any remedial action.***

### **Outcomes**

Delius Special School will do all it can to provide a safe environment in which children and all the school community can work, learn and play. Through the curriculum, ethos and other activities, it will do all it can to facilitate the healthy growth and physical and emotional development of children, where they feel Safe, Happy and can Learn.