



PEOPLE (CHILDREN’S SERVICES)

DEVON HOSPITALS SHORT STAY SCHOOL

SCHOOL HEALTH AND SAFETY POLICY STATEMENT

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELLBEING

PART 1 : STATEMENT OF INTENT

1. INTRODUCTION

- 1.1. This is a Statement of Organisation and Arrangements for the Devon Hospitals Short Stay School. The statement does not replace Devon County Council's General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of information on health, safety and welfare matters will be found in the school’s office.
- 1.2. This statement deals with those aspects over which the Management Committee has local control and covers safety associated with equipment and services for which other Officers of the Local Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.
- 1.3. The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular to ensure that:
 - ❖ all teaching [including supply teachers] and non-teaching staff are made fully aware of relevant Health and Safety issues, regulations, practices and school procedures for both curricular and non-curricular areas of activity (e.g fire safety, visits, etc);
 - ❖ staff and pupils work collectively to secure safe environments and procedures;
 - ❖ a suitable management structure is created to make sure that arrangements for health and safety are monitored and a regular report submitted to the Management Committee so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved;
 - ❖ training needs are identified and appropriate training is offered to staff and managers.

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PART 2 : ORGANISATION

2. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELLBEING

Local Management of Schools requires the school staff, Management Committee and the LA to work together to ensure their health, safety and welfare objectives are achieved. Below are those with special responsibilities and their duties in the school:

2.1 THE MANAGEMENT COMMITTEE

In consultation with the Headteacher, the Managers will:

1. approve a clear written policy statement which is regularly reviewed;
2. ensure that measures are in place to monitor the effectiveness of the policy;
3. ensure that where required, objective support and advice is obtained on health and safety issues from People (Children's Services), the Health and Safety Executive and other professional bodies' officers and advisers as well as the RDE and ND Hospital Trusts.

2.2 THE HEADTEACHER

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

1. be the focal point for reference on health, safety and welfare matters and give advice, or indicate sources of advice or delegate this to Mrs Jane Adcock, Co-ordinator for Health and Safety for the Devon Hospitals Short Stay School.
2. co-ordinate the implementation of managers' health, safety and wellbeing procedures in the school;
3. make clear any duties in respect of health and safety which are delegated to members of staff;
4. ensure that there is an effective communications network both within the school and with outside organisations, to enable effective dissemination of health and safety information and action on concerns, through full staff meetings and site staff meetings.
5. put in place procedures to monitor the effectiveness of the school's management of health and safety and its policy;
6. in consultation with the LA, liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies as well as the RDE and ND Hospital Trusts.
7. in consultation with the LA, to arrange for the reporting and subsequently investigation of all serious incidents and accidents according to the RIDDOR procedures, ensuring that appropriate remedial measures are taken to prevent recurrence;

8. ensure that contact with agencies able to offer expert advice, such as officers of the LA, County Council and HSE, is maintained;
9. arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g when a situation changes, or new equipment is acquired)
10. ensure that the appropriate emergency procedures and first aid provision are in place in the school; see RA22 for details.

2.3 ALL EMPLOYEES

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
- to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions
- not to intentionally interfere with or misuse anything provided in the interests of health, safety or wellbeing.

Thus all employees should:

1. know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied; see RA22.
2. observe standards of dress consistent with safety and/or hygiene;
3. exercise good standards of housekeeping and cleanliness with particular attention to infection control through routine cleaning of communal equipment
4. report all accidents, defects and dangerous occurrences.

2.4 STAFF WITH SPECIAL RESPONSIBILITY

The following staff have special responsibility: Teacher at R.D.&E. (Wonford) plus the teacher at the North Devon District Hospital (See Appendix 1 for current people in these posts).

This team will be responsible for:

1. the local arrangements to ensure the effective control of risks within the specific areas under their control;
2. the local arrangements for the purchase, inspection and maintenance of equipment and its specification

3. the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher, for the application of the health and safety procedures and arrangements;
4. establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g chemicals, hot water, sharp tools, etc;
5. resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher, or line manager any problems they are unable to resolve within the resources available to them;
6. ensuring that risk assessments are carried out when necessary. This will include risk assessments for any off site activities and for those within hospital grounds. These will be discussed with the headteacher prior to undertaking.
7. ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
8. obtaining relevant advice and guidance on health and safety matters.

2.5 SPECIAL OBLIGATIONS OF ANY CLASS TEACHER

In addition to the general responsibilities of employees, outlined above, class teachers [including supply teachers] are expected to:

1. raise any health and safety concerns outside their control related to their class area with their immediate line manager;
2. exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
3. know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
4. give clear instructions and warnings to pupils as often as necessary; class teacher responsible for pupils in their care 'in loco parentis';
5. follow safe working procedures personally;
6. require the use of protective clothing and guards where necessary;
7. avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.
8. build in safety education in curriculum planning where necessary such as within the subjects of science and DT. (See Appendices 2 & 3).

2.6 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The current Health and Safety Coordinator at Devon Hospitals Short Stay School is Jane Adcock, Teacher at Bramble Schoolrooms RDE (Wonford) site. Elaine McIntosh oversees the NDDH site under guidance from the Health and Safety Coordinator at RDE site.

2.7 THE PUPILS

Pupils will be reminded that they are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;
2. observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
3. observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and/or parents will be made aware of the contents of this section of the policy on admission to the school and regularly reminded of the importance of its requirements.

2.8 CONTRACTORS

1. Contractors must abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
2. Where appropriate the Headteacher will be responsible for the co-ordination of contractors' activities on site (although this will often be provided by Estates (RDE) and as such would be responsible for work undertaken).
3. The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the contractor.
4. All contractors must report to the Headteacher, and in her absence whoever is in charge on the day at either site, before any work takes place and prior to each working session. The Headteacher, or again, whoever is in charge, should then inform the contractor of any conditions which may affect his safety and that of others.

2.9 VISITORS AND OTHER USERS OF THE PREMISES

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. At both RDE and NDDH sites, visitors are required to sign in and out.

2.10 MAINTENANCE OF EQUIPMENT

The following will be subject to regular maintenance. See Appendix 3

- Fire equipment is maintained by the appropriate staff at the RDE and NDDH
- Portable electrical equipment by annual PAT by Estates.
- Large equipment (cookers etc) by annual PAT by Estates.
- Technology equipment by Estates
- Science equipment by staff
- PE equipment (indoor and outdoor) by staff
- Laptops and ipads cleaned on return by staff
- Other resources wiped or sterilized as appropriate by staff on return
- Deep clean by staff and NHS cleaners annually. At the RDE this is carried out each Autumn
- Regular checks and cleaning of the outside area and resources is carried out by all staff. Sanitisation of the wetpour surface is carried out once there is evidence of bird activity through droppings.

3 TRAINING, INFORMATION AND SUPPORT

The school will provide adequate facilities for staff to be trained to carry out their health and safety functions and will make use of the expertise provided by the officers and advisers of the LA and the County Council as appropriate.

Fire training will be given annually along with the nursing staff by K.Cantril the RDE fire officer. This will take place during the October of the Autumn term.

In the first instance the contact for health and safety queries is shown in the list of staff with special responsibilities .

Staff should see Devon online resource (through “the Source”) at either site.

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APPENDIX 1 : STAFF WITH SPECIAL RESPONSIBILITY

R D & E (Wonford)

Mrs Julia Allen [Headteacher]

North Devon District Hospital

Mrs Elaine McIntosh

Health and Safety Coordinator

Mrs Jane Adcock

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APPENDIX 2 : SAFETY

Safety must always be of paramount importance.

When working with a group the adult in charge should make a risk assessment of the activity and of the pupils, monitor the use of tools and make sure all tools are returned and accounted for at the end of the session.

At the RDE/NDDH equipment such as a lap top computer may be left in a cubicle, at the teachers' discretion. When necessary these can be secured to the bed for longer periods. However any item left should be recorded on the white wallboard in the classroom.

Potentially hazardous tools such as craft knives, drills, glues, saws, scissors etc., should be stored appropriately. Harmful chemicals to be stored in locked cupboards (i.e. science).

For some lessons that will pose a potential hazard this must be noted in lesson plans and pupils made aware of precautions.

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APPENDIX 3 : ELECTRICAL EQUIPMENT

1. All technology equipment should be checked periodically by the relevant authorised electricians. See Appendix 3 *
2. Any new resources should be checked by Estates before being used.
3. Electrical equipment such as plugs that seem loose should be removed from the socket and checked by the appropriate staff.
4. Trailing flexes from glue guns, irons, I.V. drips and computers across tables or the floor can be a hazard for other people in the room. Pupils and staff made aware of any hazard and leads to be laid flat to the ground when possible or pupils directed to an alternative route.
5. Where possible, children attached to I.V. drips should be seated away from the usual "walk through" areas.
6. Staff should be aware of the hazards of hot glue guns, kettles, cookers etc., during technology lessons.
7. Generally, plugs should be removed from the sockets at the end of the school day. There are some exceptions to this: at the RDE site the following are left on continuously: fridge, laptop trolley, answer phone and photocopier along with the office computer to receive back up information. At NDDH this includes fridge, printer/computer and answer phone.

Annual Checks

Equipment	How often	By
Fire blankets, extinguishers	Annually	Estates
Portable electrical	Annually	Estates
Large electrical	Annually	Estates
Technology/ICT	Annually	Estates
Science	On going	Science co-ordinator
PE/outdoor area and resources	On going	All staff
Infection control	Annually- summer term	Infection Control department

An inventory of all electrical equipment including ICT is kept in the Health and Safety file where the dates are to be recorded when checks occur. From this Estates are to be contacted if date of next checks have elapsed.

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APPENDIX 4 : ADDITIONAL INFORMATION

Whilst staff work to NHS guidelines, both sites have independent rules and regulations to follow.

Each day, staff undertake a risk assessment of the rooms as part of their daily work and consider the group who will be in school and their specific needs.

Estates make a regular check of the rooms. However, any specific concern with either the fabric of the building, the plumbing, or any electrical item, would be reported by phoning or e-mailing Estates directly.

Standard checks from the hospital electricians take place annually, usually in the autumn. Estates to be contacted if not up to date. The plugs bear the date they were checked. Staff are to contact Estates for testing of any new electrical equipment.

As a matter of course staff will dispose of any equipment- toys, games etc. which had become soiled or damaged.

There is further annual input at both sites from the NHS:

There is an annual update visit from the Fire Officer at RDE and at NDDH there is annual training.

Staff at RDE have an annual update from the lead infection control officer.

At NDDH, there is an annual study day, which includes the elements delivered separately at the RDE.

Staff are given instruction for manual handling of beds as required.

Further information can be found within the RA22 document.

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APPENDIX 5 : INFECTION CONTROL GUIDELINES

Infection Control Bramble School Guidelines

The following guidance is designed to assist Bramble school room teaching staff when deciding which children can attend the school room. It is based on a risk assessment to minimise the potential transmission of organisms between vulnerable paediatric patients.

Children who require source isolation because they are potentially infectious or carry resistant organisms must not attend the school room whilst it is occupied with other children. Under certain circumstances it may be possible for these children to access the school room. This is also the case for some children who are in protective isolation because they are particularly vulnerable to infection due to their compromised immune system

Cleaning

- The school rooms are cleaned as part of an agreed schedule, with school room staff conducting an annual deep clean. Surfaces are also cleaned on a weekly basis. Carpets should be vacuumed regularly and cleaned three monthly. Carpets will also be cleaned on request if required.

General rules

- Children are encouraged to use paper tissues when needed and to dispose of them in the bin provided and wash their hands.
- If a child vomits, the school room staff in the first instance will contact the nursing team about cleaning up the spillage and possibly obtaining a sample. The child would go back to the ward and other children moved away from the area. Hotel services would clean the area. The ward nursing and medical team would risk assess the child concerned and contact Infection Control where necessary.
- If a child attends the school room with a wound, it must be covered with a clean, dry dressing.
- Toilets used by children with encopresis will be cleaned more frequently by hotel services staff. If soiling should occur, these staff would be alerted to the problem immediately.
- Teaching staff must clean their hands after contact with children's noses/secretions.
- Teaching staff must cover any hand lesions with waterproof dressings to facilitate hand hygiene.
- Teaching staff must comply with the Trust hand hygiene policy at all times.
- Staff with colds/coughs must not attend immunocompromised children or those with cystic fibrosis.

- Laptops and computer keyboards are cleaned after use, with wipes.
- Children with active infections will only play with/use easily cleanable equipment/toys in the school room. (These are children who would not normally require isolation as per the source isolation policy).
- The bubble tube is drained and dried after each daily use.
- The use of fabric toys (including Barney) is avoided for immunocompromised children. Children should clean their hand before and after playing with soft fabric toys and these should not be cuddled by the children. This is because soft fabric toys are very difficult to clean effectively. Barney (the interactive educational bear) can be operated by the children but they should avoid cuddling the bear.
- Children are provided with their own play-doh and clay for their individual use. It is disposed of when the child is discharged

Infectious Conditions

- Children and young people who are infectious with conditions such as chicken pox are automatically excluded from the school room. Infection Control and the Bramble teams will advise according to risk and policy.

Oncology patients

- Oncology patients are usually taught on their own in the school room. There may be other pupils they can mix with. This will be determined after discussion with the oncology team.
- Patients who are neutropaenic are generally taught in their own room unless they are long stay patients. If they are staying in for long periods they may have sole use of one of the school rooms provided appropriate cleaning has occurred (see below).
- Children who are neutropaenic must not enter the school room after children with cystic fibrosis, open wounds or chest infections until the room has been cleaned and 'rested' for an hour.
- Children who are neutropaenic and taught in their own rooms are given consumables – such as pencils and paper to keep.