



St Anne's School and Sixth Form College

Health and Safety Policy

This policy was adopted in the Spring term 2013 and updated Autumn 2018

1. INTRODUCTION

This policy has been produced under the Health and Safety guidance from the Local Authority.

This document outlines the arrangements at this school for ensuring compliance with the L.A's Policy, and where appropriate highlights the specific responsibilities of individual employees to ensure that this is achieved.

A copy of the L.A's Health and Safety Policy is kept in the main administrative office, and this is available for the information of all staff.

Employees are responsible for following the standards of conduct laid down in this policy and should understand how this relates to the school ethos, fire safety, hoax bomb threats, accident and incidents, behaviour, health and safety, and safeguarding policy.

2. FUNDAMENTAL PRINCIPLES

The governing body and head teacher will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children and visitors.

The governing body / head teacher / child care manager / school site manager expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.

The governing body / head teacher / child care manager / school site manager will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:

- Maintenance of premises and equipment that is in a safe condition and without risks to health.
- Adequate arrangements for avoiding risks to health in the use, handling, storage and transport of equipment, articles and substances for use at work
- The provision of sufficient information, training, instruction and supervision as is

- necessary to ensure, the health and safety of all staff, children and visitors
- A working environment without risk to health, including safe access and exit
 - Employment of staff who are competent for the work in which they are engaged
 - Compliance with this local policy, and health and safety legislation.
 - Ensuring safe systems of work are in place for any activity that might affect health and safety.
 - Safety measures are put in place to safeguard pupils and staff when on site.

3. ROLES AND RESPONSIBILITIES

The School Governing Body will:

- Ensure effective communication with the head teacher, staff, safety representatives, parents and pupils
- Monitor health and safety generally, receive termly reports and data from the head teacher and discuss as an agenda item at governing body meetings

The Head Teacher will:

- Take primary responsibility for ensuring that the school meets the objectives set out in this policy
- Advise the LA and the governing body of any circumstances that restrict or obstruct implementation
- Ensure that the school's policy statement is actively applied, and updated and revised as necessary.
- Ensure that all health and safety guidance issued by the L.A is available to everyone and that appropriate training is offered to help staff perform these tasks
- Welcome any formal safety audit.
- Remove, contain or isolate as is appropriate any hazard on the school premises.
- Meet and consult regularly with heads of department on safety related issues.
- Provide a health and safety report to the governing body upon demand

Child Care Manager / Senior staff will:

- Liaise as necessary with other staff to ensure adequate health and safety awareness of their individual specialism, and advise the head teacher of any problems or perceived training needs
- Ensure that the details of all accidents or incidents are properly recorded, investigated and brought to the attention of the head teacher.

The School Site Manager / School and Residence Caretaker will:

- On behalf of the head teacher, remove, isolate/contain any hazard.
- Make regular inspections of the school, paying particular attention to building and services conditions that could extend to being health and safety hazards
- Notify the head teacher of any circumstances where he/she is unable to take suitable remedial action
- Ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the premises.

All staff will:

The Health and Safety at Work Act places a general duty on all employees to:

- Take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- Co-operate with the employer so far as is necessary to comply with their legal responsibilities
- Correctly use work items provided by the employer, including protective personal equipment in accordance with training or instruction
- Not interfere with or misuse anything provided for health, safety and welfare.

In addition all staff should:

- Advise the head teacher of any circumstances that restrict or obstruct their responsibilities
- Ensure that the details of all accidents or incidents are properly recorded, and reported.
- Be properly conversant with this policy and any safety guidance provided to them by the L.A and St. Anne's governing body applying to their work, and comply in so far as it affects their work.

4. RISK ASSESSMENT

All staff should comply with risk assessment procedures that are in place.

5. LONE WORKING

Due to the nature of the 24 hour operational site, it is extremely rare that lone working occurs at St. Anne's. Staff working in school buildings on their own ie. teachers / cleaners during operational hours should alert their line manager of their presence on site.

In the event of a member of staff being on site totally alone, arrangements will be made by the line manager for the individual.

6. FIRE PROCEDURES AND EMERGENCY EVACUATIONS

Emergency evacuation procedure notices are posted at key points throughout St. Anne's. These vary from building to building. Employees must ensure that they are conversant with these notices.

- Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency as per the policy or pupils PEEP (personal emergency evacuation plan) for those that require assistance.
- All employees must take charge of any unsupervised child.
- The head teacher/child care manager will ensure that the fire alarm system and fire appliances are tested and properly maintained.
- The head teacher/child care manager will ensure that external monitoring companies are made aware of any necessary changes.
- The head teacher/child care manager will ensure that fire drills are carried out each term or more frequently where circumstances dictate.

7. ACCIDENT AND INCIDENT RECORDS

This is carried out in accordance with the L.A's Health and Safety Policy. All injuries requiring treatment must be recorded on School Pod (a secure on line recording system adopted by the school)

- In the case of an injury to a child, the member of staff who was supervising at the time of the incident is responsible for ensuring that the incident is recorded.
- Certain accidents or incidents must be formally notified in accordance with the guidance in the health and safety manual.
- Staff should refer to additional guidance on accident and incident reporting.

8. FIRST AID ARRANGEMENTS

Notices are prominently displayed throughout St. Anne's detailing the qualified First Aiders (there is always at least one qualified person on shift in residence) Staff must ensure that they are conversant with these notices.

9. INFECTION CONTROL / SAFETY

All staff should be familiar with normal precautions for avoiding infection control and follow basic hygiene procedures at all times.

- Staff have access to disposable gloves, aprons and masks for dealing with non-oral feeds, pupil personal care and spillages of blood or other body fluids.
- First aiders and the school nurse will refer to the 'Guidance on Infection Control in Schools and Other Childcare Settings' provided by the Health Protection Agency when making a decision about an illness.
- When there is an outbreak of a contagious or infectious disease the school will seek advice from the appropriate authority and inform parents accordingly along with any expectant staff members.

Data and trends of accidents and incidents are presented to governors through the Safeguarding and Wellbeing, and Health and Safety committee meetings. Where specialist equipment is provided for an identified risk ie. body skins for bites, it is expected that all staff utilise the items.

10. MEDICATION

All medications are kept in the locked drug cupboards or lockable medication fridges in school and residence (parents are made aware of this); they should never be kept in young people's Residence areas or classrooms – this allows for safety and for medications to be accounted for at all times. In exceptional circumstances a care plan may state the need for the medication to be to hand at all times ie. epipen or midazolam that is required at the start of an attack.

Controlled drugs should be taken out in a lockable container; hard shell / lockable ruck sacks are available.

9. SITE AND SECURITY ACCESS

Employees must ensure that they are conversant with the following to ensure safeguarding is in place for all persons:

- Automated gates are in place, however we are not a totally secure site. Access is via a fob (issued to all staff) or via the intercom to visitors
- Fob keys for access to the school entrance / lobby, sixth form and the residence entrance are issued to staff members only. If lost these must be reported immediately.
- Visitors to the school and the residence must be identified before signing in. Visitors will be issued with an ID badge that they are expected to wear at all times when on site.
- All fencing and gates externally are checked daily. In the event of a necessary unlocked gate / area – staff will be notified.
- Gated areas around school have ‘combination padlocks’ with a generic number issued to all staff, this enhances the safety of young people and does not deprive their liberty of freedom.
- On occasions it may be necessary for the gate between school and residence to be padlocked for safety when young people are staying in the residence. This is not restricting any young person’s deprivation of liberty, it is to keep young people safe from open gates and doors around the school out of normal working hours.
- Staff must be extra vigilant during school events i.e. sports day, performance; this is due to the volume of people on site, and parents wanting children to be taken home early.
- All staff will be notified if there is threat of an unauthorised person attempting to gain access to the site (i.e. to gain access to a child that they are not legally obliged to see) if staff are in any doubt they should call for back up immediately.
- Alarms to buildings should be in use at all times when unoccupied.
- External key holders and monitoring systems are in place in the event of activation of the intruder or fire alarms.
- The Police should be contacted immediately if staff observe intruders on site day or night, or when building materials are on site which may attract unnecessary attention.

10. SAFETY INSPECTIONS

The head teacher will arrange an internal health and safety inspection of the school at least termly. The inspection team will include:

- The head teacher / assistant head teachers / child care manager
- The appointed governor with responsibility for health and safety,
- The school site manager.
- The head teacher will ensure that inspection reports are distributed as necessary and refer any concerns to the appropriate body.

11. HAZARDOUS SUBSTANCES

Arrangements for complying with the Control of Substances Hazardous to Health Regulations (COSHH) are made in accordance with the L.A. guidance

Faulty, damaged or broken equipment

This should be reported as follows:

- School – school site manager site manager, caretaker, admin office or senior member of staff
- Residence – senior member of staff or caretaker.

Staff should immediately make the area safe i.e. move the pupils, or the item. Items taken out of action should be **clearly** labelled as faulty and if possible rendered unusable e.g. sockets

should be taped over, and portable equipment should be removed from areas. Broken glass should be wrapped, labelled and put in the bin away from all pupil areas.

Hazardous Materials

- When using or storing hazardous materials, staff must follow the L.A guidelines. These are kept in the school admin office and residence main office.
- Before using, staff must make themselves familiar with treatment for using such materials in case of accident or spillage.
- If in any doubt **DO NOT USE.**

Supervision

- Pupils must be closely supervised when using any hazardous equipment. This includes sharp items such as scissors or pointed implements.
- At the end of session, all items should be collected, counted and locked away.

12. PORTABLE ELECTRICAL APPLIANCES

These are inspected and maintained yearly, in accordance with L.A guidance.

13. COMMUNICATIONS

- The head teacher / child care manager will arrange for all L.A guidance to be distributed to all relevant members of staff.
- The head teacher / child care manager will make arrangements for any necessary health and safety training.
- The head teacher / child care manager / school site manager will make necessary changes to key holders or external monitoring companies, as necessary.

14. REVIEW

A review of this policy is due in the Autumn 2019, or as required.