



Health & Safety Policy

| | <u>Written By</u> | <u>Date</u> | <u>Review Date</u> |
|--------------------------------|--------------------------------|-------------|--------------------|
| | Emma Shutt and Melanie Hawe | Feb2018 | Jan 2020 |
| Agreed by staff | Emma Shutt and Melanie Hawe | Feb2018 | Jan 2020 |
| Signed by Directors | | Feb2018 | Jan 2020 |

Health & Safety Policy

Rationale

In-tuition believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all staff to notify the Executive Directors of any health & safety issues and to remain vigilant while on the school premises.

Health & Safety standards should enhance the potential range of activities and not curtail them.

Purpose

The purpose of this policy is to provide all Governors, staff, and visitors with the necessary guidance to ensure IN-TUITION remains a safe and healthy working & learning environment.

All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.

The school accepts the guidance of Stoke on Trent Education Service on the issues of health & safety and follows the advice in the **Health & Safety & Welfare Manual. A copy can be found in our office.**

Procedures

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

1. Organisation & persons responsible

For further information please refer to Appendix 1: Organisation
Appendix 2: Responsibilities

The Governors, in consultation with the PRINCIPLES will ensure identification of all risks relating to:

- The premises
- School activities
- School-sponsored events
- Nominated governor's details with responsibility for Health & Safety can be requested from our main office
- Receive a termly report on the school's health & safety performance (Directors report)
- Receive & review an annual health & safety audit
- Ensure that the In-tuition H & S Policy is implemented and updated, as required
- Through risk assessment and school self-evaluation processes, select the most appropriate means of minimising risk to staff, students and others.

Principles- have responsibility for day-to-day maintenance and development of safe working practices and conditions for all staff, students and visitors and will ensure the safe working practices and procedures throughout the school and make sure that all risks are assessed and controlled.

Effective systems of risk assessment will ensure prompt identification of potential hazards and appropriate action taken.

The Principles will collate accident and incident information and where necessary, carry out further investigation.

Day-to-day responsibilities

The Principles will ensure systems are in place so that:

- All staff are aware of this policy and safe working practices.
- Regular safety inspections of premises and equipment are made
- Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action is taken
- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate first aid facilities & trained staff, protective clothing & equipment and fire appliances are provided and readily available.
- Hazardous & highly flammable substances are correctly stored and labelled and exposure is minimised.
- Appropriate arrangements are made to evacuate the school in an emergency and regular fire drills are held.

All Staff are expected to familiarise themselves with the health & safety aspects of their work.

All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions at work
- Follow agreed working practices and safety procedures
- Report any accident, near miss or incidents of violence (See behaviour policy)
- Ensure health & safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances
- Supervise student groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety, and that of other people, at the site or establishment.
- Check that classrooms / work areas and equipment is properly maintained before and after use.

Appointed First Aid / Manual Handling Person will:

- Take charge of the situation and summon medical assistance if necessary.
- Assist casualties when requested
- Keep a record of treatment or advice given and ensure that an accident form has been completed, where appropriate.
- Ensure first aid boxes are correctly stocked at all times

COSHH Co-Ordinator will:

- Maintain an inventory of substances covered by the regulations
- Carry out risk assessments, determine control measures required and review, as appropriate.

Hirers, Contractors & Others

- The school will seek to ensure that hirers, contractors and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met.
- When the premises are used for purposes not under the direction of the Executive Headteacher, then the principle person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.

2. Accident / First Aid

Refer to Appendix 3

All accidents must be reported to the Director and a named First Aider.

There are 2 named First Aiders in school.

Minor cuts, bumps and grazes may be treated by First Aiders or, in their absence, by a member of the classroom staff.

First Aid boxes are located in the office. Sophie White/Clare Hammond are the main contacts.

If there is any doubt as to the full extent of the injury, or any cause for concern the Principle must be contacted and a decision will be made to contact parents, or in the case of an emergency an ambulance called.

The First Aider or member of staff involved should complete the appropriate accident book / form. Every effort must be taken to ensure that appropriate communication with a pupil's parents concerning an accident takes place.

3. Arrival & Departure of students

Most students arrive by LA private transport and their safety on arrival and departure must be ensured. Arrival – Students will be met in the area at the front of the building by a member of staff.

Departure – This is a particularly busy time of the day and to ensure the safety students, staff are responsible for the handing over of students to transport staff and ensuring DBS ID is available.

4. Computers/ Display Screen Equipment

All staff who are classified as “users” of Display Screen Equipment (DSE) will be given information and training on its correct use.

Users should be encouraged to take a 5-10 minute break from intensive keyboard work every 50-60 minutes.

Work stations should be reviewed regularly to ensure correct seating and lighting. Work station assessments should be completed regularly.

5. Curriculum

Information on the safe delivery of potentially hazardous parts of the curriculum are described in the relevant subject policies.

6. Electrical equipment

All electrical equipment and services are regularly checked by competent electrical contractors.

Electrical items from home may only be used in school following specific approval of the Principal. Staff should report any concerns regarding the condition of leads, plugs, sockets etc. the Head of School immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked.

Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded.

There is some evidence of a relationship between VDU screens and the onset of epilepsy in some persons and this should be kept in mind with those pupils who may be vulnerable. Similarly, the use of “multi-sensory’ and ‘light stimulation’ equipment & areas, should be monitored carefully with regard to responses of individual pupils.

7. Emergency Procedures

• Fire

In the event of an emergency the alarm must be raised using the nearest call point.

There are fire notices in each room in the school. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble.

In the event of pupils being out of their wheelchairs or in non-mobile positioning equipment, if there is no physical evidence of fire (sound of fire or smell of smoke) a member of staff shall stay with the children in the room with the fire door closed and an adult runner will be sent to the assembly point with a list of names of people remaining in the building. This will be given to the most senior member of staff and the Fire Officer immediately.

There is a fire safety logbook in the office where records are kept of alarm tests, fire drills and risk assessments.

Fire drills – Will take place termly

Fire equipment is regularly checked and serviced.

- **Other emergency** – a gas leak or a bomb alert – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill and position as instructed.

- **People with physical disabilities**

Individual arrangements for the safety and safe evacuation of pupils will be determined before their entry to the school and made known to classroom staff. These should be reviewed regularly
For staff with disabilities, there will be a meeting with the Executive Headteacher & Education Safety Officer, as appropriate as soon as possible after their appointment.

8. Emergency Procedures for vulnerable pupils

Any member of staff concerned about the condition of any student should alert a first aider and the Principle.

The student should be placed in the recovery position to maintain an airway

Any major concerns by staff who know the student well should be actioned by calling immediately for an ambulance. Parents must be contacted straight away.

9. Equipment e.g. Positioning/ Sports

A wide range of equipment may be used. Each member of staff will be given adequate advice and training, if you have been absent from the training please contact the operations and administration coordinator.

10. Hazardous Substances

Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials, curriculum (science) and hydrotherapy pool chemicals etc. must be kept in locked cupboards and appropriate storage regulations followed. All substances must be kept in appropriate and clearly marked containers.

11. Hygiene and Safety

Staff should follow all regulations to ensure hygiene in the preparation of food and food handling areas. All staff should have completed training on health & safety regulations in the preparation of food.

12. Infectious Diseases

See Stoke on Trent Health Authority Handbook for Schools

13. Intruders

If an intruder is seen on the premises staff should challenge them for identification if appropriate. If the intruder appears threatening in any way the Director must be contacted immediately. The Principal will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be.

14. Lettings

For safety arrangements for the use of the premises outside of our usual building the standard risk assessment must be used.

15. Manual Handling

Wherever possible manual handling will be avoided or done by mechanical means.

Risk assessments will be carried out as appropriate and manual handling tasks reduced to the lowest level reasonably practicable.

All staff who carry out unavoidable manual handling tasks on a regular basis will be trained.

16. Medication

All medications are kept in a locked cabinet in the medical room. Medication must be administered in strict accordance with written instructions and their use properly recorded. Each student requiring regular medication has a completed health care plan that is regularly reviewed by the school nurse.

All medication sent to the Centre must have the child's name on the outside, clearly state the dose and time

to be given and the medication dated. All new medication must have the parent's written consent for the school to administer it.

17. New & Expectant Mothers

On notification of pregnancy, return to work after giving birth or continued breast feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

18. Repairs & Maintenance

Buildings, services and plant will be inspected termly by the Director with responsibility for Safety. Staff should report any defects or problems promptly by entering them into the repairs and maintenance hand book.

19. Risk Assessments

Many aspects of our centre's life may have implications for health and safety so it is important for all staff to regularly carry out risk assessments. In many situations visual risk assessments and staff discussions may be sufficient, in other situations a completed formal risk assessment should be carried out.

All visits outside the school environment must have a completed formal risk assessment with evidence of appropriate DBS checks and signed by the *Principle* before the visit can take place. See appendix.

20. Centre transport

All staff driving the Centre car must have taken a driving test with a qualified instructor to ensure competency with the vehicles. Any defects must be reported to the School office immediately.

The day-to-day checking of the car is carried out by the Principle. Staff should record all journeys.

Staff should check first aid kits in consultation with the First Aiders and ensure they are familiar with the use of the rear lift and wheelchair clamping safety measures, as appropriate. Any staff using personal vehicles must have business car insurance and staff use of company vehicles will be subject to insurance stipulations and personal license stipulations.

21. Smoking at Work

In-tuition is a non-smoking or vaping site. Signage inside and outside the building states this.

22. Staff Protection / Personal protective equipment

In some situations staff are at risk from Students that may scratch, bite, pinch, kick etc. It is important that the risk is minimised and staff should ensure that protective clothing is worn where appropriate and the behaviour policy followed.

23. Stress

A Free Confidential Advice Support and Counselling Service via CAMHS supervision is available. Please contact them for further support.

24. Swimming

When Students are taken to the local swimming pool where adequate lifesavers are provided. Staff should always ensure that there is adequate supervision to meet the needs of their class group. Permission slips should be obtained for all Students to go swimming

25. Violence

All violent or potentially violent incidents should be reported to the Directors and the appropriate incident form completed. Where injury occurs this should be done, in addition to completing the Accident / Dangerous Occurrence form. For further information refer to school's Behaviour & Bullying policies.

26. Sun Protection

Skin cancer is the most common form of cancer. Exposure to ultraviolet radiation from either the sun or sunbeds is very harmful. The majority of skin cancers can be avoided by adopting good sun protection practices and avoiding the use of sunbeds.

Protective Clothing

Students should be encouraged to wear hats outside in the sun. Spare hats will be kept on site for those students who do not have a hat.

Staff should ensure that pupils cover exposed skin areas when out in the sun for longer periods of time. E.g. playtimes, school trips.

Staff should set a good example by wearing hats and protective clothing outside in the sun.

Sunscreen

Parents will be requested to send sunscreen to school with their child, clearly marked with their name. The school will keep sunscreen in school and with parents' permission apply to students who have not brought their own to school.

While it is better to use sunscreen sent in by parents to avoid any allergies the school has a duty of care and will assist students who do not have their own.

Shade

Students should be encouraged in to sit/play in areas of shade. Where this is not possible in our play areas.

Any student who will not stay in a shaded area should be monitored and taken in if the risks are too high for that student. E.g. a student that is not running around but just lying in the sun.

Equal Opportunities

In-tuition supports the rights of everyone to equal chances and individual respect for who they are, regardless of age, ethnicity, gender, social circumstances, ability / disability and sexuality.

Health & Safety

Health & Safety issues are addressed in each updated policy and discussed at team meetings

Professional Development

All staff have equal access to training where appropriate. It is important that all staff familiarise themselves with this policy and the health & safety procedures at the centre. Training will be provided to meet standards.

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Staff Holding Responsibilities for Health and Safety - Date: March 2014

| Position | Name |
|--------------------------------------------|---------------|
| Chair of the Governing Body | M Squire |
| Governor responsible for health and safety | Emma Shutt |
| Principal | Melanie Hawe |
| Curriculum Co-ordinator | Sharon Clare |
| COSHH Co-ordinator | Clare Hammond |
| Site Operations | Sophie White |
| Designated first aider | Melanie Hawe |

For health and safety advice or Queries contact Emma Shutt on 07969797470

In-tuition

Health & Safety Policy

Responsibilities

The Principles

- To take due account of the LEA Health, Safety & Welfare Policy within budget and other policy constraints
- To ensure that health & safety responsibilities are met
- To monitor and evaluate performance in respect of health & safety
- To bring to the attention of the Director (School Improvement) any health & safety concern outside of their control or any health & safety responsibility that they are unable to meet.

The Governors

- To manage the school staff, site and activities so that the health, safety and welfare of all those involved is secured
- To comply with the L.A policy
- To bring any health & safety concerns outside of own control or any Health & Safety responsibilities that are unable to be met to the attention of the Governors, school surveyor or the LEA Safety Officer as appropriate.
- To assess & record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
- To discuss & distribute school-specific policies on local health & safety issues.
- To monitor and secure compliance with the school policy and the control measures identified through risk assessments
- To ensure staff are properly trained, instructed and supervised for any relevant health & safety role and that all staff engage with L.A and school policy and procedures
- To inspect the school site and property for any unsafe condition and to make safe in a time scale commensurate to the level of danger
- To arrange routine maintenance and servicing of equipment
- To consider health & safety in the selection of contractors and planning of contracted work and to provide general supervision & monitoring of contractors whilst on site.
- To investigate all accidents, near misses and episodes of work-related ill health.
- To monitor and evaluate the health & safety performance of all staff
- To have and practice emergency and contingency plans.

All Staff

- To assist the Executive Director's to fulfill her responsibilities
- To develop safe systems of work for specific tasks
- To work within L.A and school policy
- To report any situation that significantly compromises health & safety.

Parent Helper / Volunteers

- To engage only in work or activities specifically authorised by the Governors and that they are competent to undertake
- To report any situation that significantly compromises health & safety.

Appointed First Aid / Manual Handling Person

Named staff: (see attached lists)

- To provide health & safety expertise in the area they are qualified and identify the need for relevant knowledge, skills, equipment, materials, training.
- To receive & keep up-to-date Emergency First Aid / Manual Handling training
- To work within the relevant LEA & school policy
- To report any situation that significantly compromises health & safety

School Maintenance Staff

- To provide health & safety competence in particular areas of work
- To work within LEA & school policy
- To report any situation that significantly compromises health & safety
- If given the delegated task, to provide general supervision to contractors working on the school site

Contractors

- To undertake work in a safe manner in compliance with health & safety law and approved guidance
- To notify the Head of School of any situation in which the health & safety of others affected by the contractor's activities is or maybe significantly compromised.

Minor Injuries

Minor injuries to pupils should be recorded in the Student Accident Note Book. Any major injury to a student or any injury to an adult which requires first aid treatment, should be recorded in the Accident Book, an Accident / Dangerous Occurrence Form completed and the top copy forwarded to the Health and Safety Section as soon as possible. All such accidents should be investigated to try to prevent their re-occurrence.

Reportable incidents

Reportable injuries, dangerous occurrences and occupational diseases are major incidents as detailed below. These must be reported to the Health and Safety Executive, by the Education Safety Officer, firstly by the quickest possible means and subsequently on the correct form. Schools must therefore telephone the Safety Section on 01225 395114, as soon as an incident occurs and scan an incident report form and email to our operations coordinator.

Reportable Injuries

1. Death of any employee, student or visitor
2. Major injury to an employee arising out of an accident at work
 - a. Any fracture other than to fingers, thumbs or toes.
 - b. Any amputation.
 - c. Dislocation of the shoulder, hip, knee or spine.
 - d. Loss of sight, whether temporary or permanent.
 - e. A chemical or hot metal burn, or any penetrating injury to the eye.
 - f. Any injury resulting from an electric shock or electric burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
 - g. Any other injury - leading to hypothermia, heat-induced illness, or unconsciousness; requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
 - h. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
 - i. Absorption of any substance by inhalation, ingestion, or through the skin causing acute illness requiring medical treatment or loss of

- consciousness.
- j. Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.
3. Injury that requires hospital treatment, to anyone who is not an employee, but who is affected by equipment, substances or activities in school or its facilities. This does not include break time, sports or off-site injuries to pupils.
 4. The absence of an employee for 3 or more days, as the result of an accident at work, but not reportable under "2" above.

N.B. Injuries resulting from an "accident", include injuries resulting from an act of non-consensual physical violence, to employees at work or arising out of their work.

Dangerous Occurrences

1. Lifting machinery - the collapse, overturning or failure of any load-bearing part.
2. Pressure systems - the explosion, collapse, or bursting of any closed vessel or associated pipe work which had the potential to cause a death.
3. Overhead electrical lines - any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.
4. Electrical short circuit or overload causing fire or explosion, and which stops use of the plant involved for more than 24 hours or which had the potential to cause a d

5. Biological agents - any incident resulting in the release of an agent with the potential to cause severe human infection or illness
6. Ionising radiation - any potential exposure due to the breakdown of equipment or control systems.
7. Collapse or partial collapse of scaffolding.
8. Pipelines - any bursting, explosion, collapse or damage resulting in the close down of the pipeline for more than 24 hours or with potential to cause a death. Any unintentional ignition of anything in a pipeline.
9. Collapse of building or structure - any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.
10. Explosion or fire - any incident resulting in the suspension of work for more than 24 hours.
11. Escape of flammable substances - any sudden or uncontrolled release
12. Escape of substance - any accidental release or escape liable to cause death, major injury or other damage to health

Occupational Diseases

An occupational disease is reportable, when the employer receives a written statement from a registered medical practitioner that the employee is suffering from one of the occupational diseases specified in Schedule 3 of RIDDOR 1996 and their work involves one of the corresponding specified activities. They include:

1. Malignant bone or skin disease, or skin inflammation or ulceration as a result of work with ionising radiation.
2. Cataracts due to electromagnetic radiation including radiant heat.
3. Work related upper limb disorders due to:
 - repetitive movements of the fingers, hand or arm;
 - work involving prolonged pressure or friction on the hand or elbow;
 - physically demanding work requiring constrained posture;
4. Hand-arm vibration syndrome
5. Hepatitis
6. Legionellosis
7. Tetanus
8. Tuberculosis
9. Occupational dermatitis
10. Occupational asthma

Reference: The Reporting of Injury, Disease and Dangerous Occurrence Regulations 1995.

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In-tuition
INFORMATION FOR ALL VISITORS/ EVENT CO-ORDINATORS AND
CONTRACTORS WORKING ON SITE

Welcome to In-tuition.

The Principle of Business and services: Emma Shutt, can be contacted on 07969797470

For your own and other peoples safety please comply fully with the following safety procedures.

- ❑ On arrival, please report to the school office where you will be given a visitors badge and sign in/out in the visitor's book. If you are a key holder and coordinator of an after school activity please also follow this process.
- ❑ The school operates a policy which does not allow smoking or vaping anywhere on the premises or school grounds.
- ❑ Staff toilets may be used by adults (Disabled toilet) – children's toilet facilities must not be used.
- ❑ For First aid facilities please contact the office or refer to your induction for those that are key holders.
- ❑ In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the school. A prolonged ringing of the fire bell signifies an emergency evacuation of the premises.
- ❑ Contractors must inform the Director or Operations Coordinator prior to work commencing with any potentially dangerous machinery, materials or substances to be used on the site.
- ❑ The use of mobile phones are not permitted on the school site while children and staff are working.
- ❑ We expect that appropriate behaviour/language should be maintained at all times.
- ❑ You have a personal responsibility to comply with the Local Education Authority and school safety policies in order to ensure your personal safety and that of all the children and adults working in our school. These will be made available for your inspection on request.

Thank you for your kind co-operation – we hope you enjoy your visit to INTUITION .

Signed (Visitor)..... Company

DBS number Date

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In-tuition

Volunteer driver self-certification form

Name (block capitals)

Address

.....

Car Registration

- 1 I have a current driving licence.
- 2 I meet the legally required eyesight standard and I know of no medical reason why I may not drive.
- 3 My car is insured to cover the transport of children on an offsite school visit.
- 4 I have a current MOT certificate. (please tick one only)
or My car is less than three years old.

Signed Date

