HIGHGATE HILL HOUSE SCHOOL HEALTH & SAFETY POLICY

Health & Safety Policy Statement

1. Highgate Hill House School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.

3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.

4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.

5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Proprietor

The Proprietor are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Proprietor will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues.

Headteacher and Bursar

The Headteacher has responsibility for, and the Bursar has the function of carrying out, the following tasks:

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensuring regular inspections are carried out.
- Submitting inspection reports to trustees.
- Ensuring action is taken on health, safety and welfare issues.

- Passing on information received on health and safety matters to appropriate people.

- Carrying out accident investigations.

- Identifying and facilitating staff training needs.

- Liaising with trustees on policy issues and any problems in implementing the health and safety policy.

- Co-operating with and providing necessary facilities for trades union safety representatives.

- Where contracts are negotiated directly between the school and the contractor, the Bursar is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Exercising effective supervision over all those for whom they are responsible, particularly pupils.
- Checking classrooms/ work/recreational areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed and a good personal example is set. · Ensuring protective equipment is used, when needed.
- Providing clear instructions to pupils before using any hazardous implement.
- Investigating any incident where personal injury could have arisen and taking appropriate corrective action.
- Ensuring that seat restraints are used when transporting pupils in school vehicles.
- Participating in inspections and the health and safety committee, if appropriate.
- Co-operating with the Proprietor on matters of health and safety.

When any employee considers that corrective action is necessary, but that action lies outside the scope of their authority, they should bring the problem to the attention of the Bursar.

Pupils' Daily Welfare and Health & Safety

Pupils attending Highgate Hill House School have the same health and personal care needs as all children. So, a central role of staff at is to ensure that the care they

offer includes all the welfare and health and safety functions normally undertaken by parents:

- The provision of a safe and healthy environment
- Taking good physical care of the child
- Fostering a child's general ability to look after him/herself
- Guiding the child towards taking responsibility for his/her personal health and welfare needs
- Educating the child in good health and hygiene practices and in identifying practices that place personal health and safety at risk
- Promoting adequate independence in the above areas

Health & Safety Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.

2. Be aware of and implement safe working practices and to set a good example personally.

3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.

4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;

5. Provide written/visual instructions, warning notices and signs as appropriate.

6. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.

7. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.

8. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.

9. Use staff meetings as an opportunity for discussion of health and safety arrangements.

10. Where appropriate, investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.

11. Apply health and safety instructions, information and attend training in safe working methods.

12. Where private vehicles are used to transport children to and from school functions, ensure that child restraints and seats appropriate to the age of the children concerned are used;

13. When it is considered that corrective action is necessary but that action lies outside the scope of personal authority, refer the matter to a Safety Officer or a member of management.

All Pupils

All pupils have a general responsibility, within their expertise and ability, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, pupils have a responsibility for:

- Observing standards of dress consistent with safety and/or hygiene. (This would preclude unsuitable footwear).
- Observing all of the safety rules of the school, in particular the instructions of all members of staff in the event of an emergency.
- Not wilfully misusing, neglecting or tampering with items provided for safety purposes.

Under no circumstances should pupils tamper with fire safety equipment (extinguishers, fire blankets, alarms etc).

NB. The Proprietor and Headteacher will make pupils and their parents aware of these responsibilities through direct instruction, notices and the school handbook.

Volunteers/Visitors/Lettings

Volunteers, regular visitors and other users of the premises have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are expected to act only under the supervision of a qualified member of staff.

First Aid

General

The Proprietor is aware of the need for adequate first aid provision and actively encourages all members of the academic, care and support staffs to become fully qualified first aiders, holding the First Aid at Work Certificate.

The Bursar oversees the arrangements for first aid within the school. These duties include ensuring that:

1. First aid equipment is available at strategic points in the school:

2. A sufficient number of personnel are trained in first aid procedures and that a list of trained personnel is displayed on all notice boards throughout the school.

3. First aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

4. Regular checks of first aid logs for indications of recurrent or frequently reported types of injury are carried out.

5. The correct level of first aid equipment is maintained in each first aid box (each department is responsible for its own area.)

The Bursar is responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences.

Supervising staff are responsible for ensuring adequate first aid cover is provided for sports, outdoor pursuits and field trips.

The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the trust are to be found in the school reception.

First Aiders

First aiders will provide first aid treatment for anyone injured on site during the school day, for all trips & visits and for extra-curricular activities organised by the school.

First aiders are responsible for ensuring that incident reports are completed for all treatment given to pupils. The accident report book is to be completed in respect of staff.

Treatment of Injuries

The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to contact the pupil's GP or the local Minor Injuries Unit.

Any employee rendering first aid to the best of their ability is indemnified by the Highgate Hill House Educational Trust.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

The member of staff will stay with the pupil until a parent or guardian arrives, or responsibility is "handed over" to the hospital.

Medicines in School

General

The school follows DfE guidance on the dispensing of medicines in school and this policy should be read in conjunction with Highgate Hill House School Medicines Policy.

The school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The school will dispense non-prescription medication to pupils, supplied by a parent or guardian with written instructions for its use, for a maximum of 48 hours, after which a GP's advice will be sought. Paracetamol tablets are administered for minor ailments, such as headaches, stomach aches etc, for a maximum of 48 hours, with parental consent, after which a GP's advice will be sought.

The School does not keep any other medication.

Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

The Princiapl is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

Only the following nominated staff are authorised to administer medication, where necessary:

Vicky Skelton – Headteacher

Steve Badham – Pastoral Care Co-Ordinator

All medication is to be kept in a secure location:

Medicine Cabinet – First Aid Room

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:

• name of pupil • name of prescribed medication • "use-by" date • dose • time • date • signature of dispenser • comments/reactions

Medical Procedures

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

Off-Site Activities

Should children be on trips/activities, an individual may be authorised to hold and administer medication when off-site.

Accidents

Reporting Officer

The Bursar is responsible for the collection of information and the completion of the Accident Report. All accidents must be reported to the reporting officer.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the Accident Reporting System:

• Specified Dangerous Occurrences (refer to RIDDOR Handbook for list) • Specified diseases (refer to RIDDOR Handbook for list) • All employee accidents • All contractor accidents • All accidents to members of the public/visitors • Accidents to pupils which result in a major injury or death • Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital • Accidents to pupils which may have resulted from a premises/equipment defect • Accidents to pupils during structured activities • Accidents to pupils where first aid treatment has been provided.

All pupil incidents will also be recorded in the school's Incident Reports.

Accident Investigation

All accident reports will be seen by the Bursar who will decide if an investigation is necessary.

Major incidents will be reported to the Headteacher/Bursar and the Proprietor.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-five-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Fire

General

The person responsible for organising the school's fire precautions is the Bursar.

The Bursar is responsible for:

• Arranging a fire evacuation drill at the beginning of the school year and at least once every term. (once per half-term where practical) • Recording the significant results of the fire evacuation drills. • Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

In the event of a fire, or any other incident requiring evacuation of the premises, all personnel should evacuate the buildings by the quickest and safest route and move directly to the Fire Assembly Point, as signed, on the school field. Members of staff should take extinguishers and other fire safety equipment with them, provided this does not hinder the evacuation of the building.

Key Points:

· The school policy and school procedures comply with the Regulatory Reform (Fire Safety) Order 2005. · School premises meet requirements set out in regulations and any necessary actions are undertaken by the trust relating to any changes in regulations or regulatory demands. • Fire drills are regularly (at least once per term) carried out in 'the school day'.

• Exit routes are clearly marked in all areas of school premises. • Fire and Emergency Signs mark all emergency escape routes, exits and the identification of fire-fighting equipment and comply with the Fire Precautions (Workplace) (Amendment) Regulations 1999. • Disabled visitors are to be assisted during the evacuation, as necessary. • During the school day, the School Secretary is responsible for ensuring that the Register is taken to the Fire Assembly Point. The senior member of staff present will assume responsibility for accounting for all present and for control of the site. Teaching staff are to account for all pupils in their teaching group and report their findings to the senior member of staff.

• If quick return to a particular building is prohibited, staff and pupils should move to a safe building once registration has been completed, as instructed by the senior member of staff. • Copies of the Fire Plans, which show details of Oil and Gas storage areas and Electrical Isolation Points, are to be handed to the Senior Fire Officer in attendance. (Copies are held in the Bursar's Office, the School Reception, and are to be taken to the Fire Assembly Point on evacuation of the buildings). • The emergency services are to be contacted on 999 by the person discovering the fire, giving clear instructions to the telephone operator as to the nature of the emergency and the name and location of the school.

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

All test certificates will be kept in the PAT Register, held in the Bursars Office, for the duration of the life of the appliance.

Coordinator

The Bursar is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Bursar is also responsible for arranging for a whole school fixed wiring inspection and emergency lighting check on a regular basis, to comply with the Electricity at Work Regulations 1989.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to the Bursar for repair/replacement.

Violence

General

Most people accept that physical force against an individual is an example of violence, but violence can take other forms, including verbal abuse and threats. Work-related violence is defined as:

"Any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work".

Even where there is no physical injury, there can still be considerable emotional stress. Threats may indicate a risk of actual injury, while malicious damage to an employee's property can cause distress and fear of future physical attack. Each reported incident will be treated seriously. Physical force against an individual is an

obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures and sexual harassment.

Violence may be directed at members of staff by pupils, parents/carers, co-employees and visitors to the school site.

Hazards

Hazardous situations that could give rise to violence include:

• dealing with upset, disruptive and irate pupils • dealing with irate parents • handling emotional situations

Control

The Headteacher is responsible for ensuring:

• all staff are aware of the risks • all staff are aware of the procedures for avoiding violence at work • all staff are instructed in the procedures for dealing with violent incidents • all staff are aware of the procedures for reporting violent incidents • all staff receive the appropriate BILD accredited training

Risk Assessment

The Bursar is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and Proprietor.

Each member of staff is responsible for ensuring that risk assessments are carried out, as required. Risk assessments are to be carried out for the following separate risk areas:

· Classrooms, offices and all administrative areas, at the end of each school term. · Extra-mural activities, including facilities and locations, prior to each activity or change of location. · Pupil behaviour, as directed by the Headteacher. · Working practices.

Copies of risk assessment forms are available from the Bursar's office.

Copies of completed risk assessment forms relating to premises, extra-mural activities and working practices are held in the Bursar's office. Copies of pupil behaviour risk assessments are held on personal files, secured in filing cabinets in the school Reception and staff offices in educational and residential accommodation.

Safe Working Practices

The risk assessments will be used to develop safe working practices which must be followed by all staff and pupils, where appropriate. Copies of safe working practices are available from the Bursar's office.

The Control of Substances Hazardous to Health (COSHH)

The school follows HSE guidance on the control of substances hazardous to health and this statement should be read in conjunction with Highgate Hill House School COSHH Policy.

All reasonable steps will be taken to ensure that all exposure of pupils, employees and visitors to substances hazardous to health is prevented or at least controlled to within statutory limits.

Trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the school reception where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then:

· They should be asked to leave and observed until they do so · The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If children are on site then:

· All children should be moved indoors · All external doors are to be locked

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the Event of a Trespasser Inside the Buildings

Remember personal safety is far more important than the protection of property. Key actions to take:

· Move children to a protected area and ensure all doors to the area are secured · Alert colleagues who should call emergency services and seek assistance · Monitor the intruders and check their progress

A Whole School Approach to Health and Safety Awareness

Highgate Hill House School has adopted a whole school approach to Health and Safety awareness. Health and Safety awareness is “taught” across the curriculum and across children’s ages and phases of development. Through this approach pupils receive and have equal access to a structured programme of skills, knowledge and support that address nine key areas of Health and Safety awareness:

· Avoiding and preventing accidents. · Nutrition and diet. · Exercise and rest. · Personal hygiene. · Sexual education and health. · Emotional well-being and mental health. · The effects of alcohol, smoking, solvents and other substances. · HIV and AIDS and other blood borne diseases. · Protecting oneself from prejudice, bullying, intimidation and abuse.

All staff are expected to encourage and support pupils in making adaptive choices and decisions that relate to their health and well-being. The school also provides pupils with a cross-curricular course in "Health, Hygiene and Safety"; that includes Personal Safety, First Aid, Food Hygiene and Appropriate Use of Medicines.

The Role of Staff in Daily Activities

It is very easy for pupils to become over dependent on the school to provide all aspects of self- care, recreation and vocational activity. Children can also leave school unable to recognise, assess and manage risks (including knowing how to balance risks against benefits). For these reasons Staff need to give pupils every encouragement to engage safely in a wide range of activities where they are able to develop age-appropriate risk assessment and risk management.

Key points:

1. Staff should encourage independent activities such as, cycling, reading, writing letters, doing crosswords, puzzles, listening to music, etc. 2. Staff should encourage group activities such as, team sports, board games, cinema and theatre trips, beach trips, barbecues, camps, etc. 3. Staff should encourage self-care activities such as, daily tasks, personal grooming, health and fitness routines, preparation and cooking of snacks and meals, etc 4. In order for children to be successful in all of these activity areas it is important that staff work alongside children, show continuing interest in the children’s achievements, and offer ongoing encouragement. 5. Staff supervising any activity must take into account the safety of children at all times and ensure that they read any risk assessments, take appropriate equipment, and any indicated action to minimise unnecessary risks. 6.

Staff must hold the relevant 'recognized' qualification to supervise children's involvement in any activity where specifically skilled supervision is required. 7. Staff must ensure that only appropriate and well-maintained safety/recreational equipment, apparatus and/or facilities are used, and that external facilities comply with appropriate Health & Safety Regulations. 8. Staff must ensure that only persons holding the relevant qualification to supervise children's involvement in the activity concerned supervise any activity, which is externally purchased, provided or arranged. For example, an appropriate qualification awarded by the recognized national body for the activity concerned. 9. Staff must ensure that only persons holding the relevant level and type of insurance cover supervise any activity, which is externally purchased, provided or arranged for children.

The Role of Staff in Off-site Activities

Staff roles at Highgate Hill House School follow Royal Society for the Prevention of Accidents (RoSPA) guidelines:

Members of School Management

· Are responsible for seeing that the School policy is implemented (in accordance with their own conditions of employment). · Have a responsibility to ensure that all school trips comply with trust and school regulations in every respect; and if this responsibility is delegated, it must be to a "competent" person; · Must ensure that activities are properly planned and supervised and that the pupils' safety is paramount.

Teachers and Support Staff

· Have a common law duty to act as a "reasonable parent". · Must ensure the meticulous planning and preparation of the school trip including a risk assessment of all activities. · Are responsible for all pupils in their care throughout the entire trip. · Must safeguard the health and safety of pupils both on the school premises and in authorised activities elsewhere. · Must maintain good order and discipline at all times.

Any Other Assistants/Volunteers

· Must accept the normal common law duty of care to act as a "responsible parent" towards the children, but are not held as accountable as Teachers, Care Staff and Support Staff.

Health & Safety Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves, their fellow pupils, staff and visitors. 2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous). 3. Observe all the safety rules provided and in particular the instructions of the supervising staff in the event of an emergency. 4. Use and not wilfully misuse, neglect or interfere with equipment, signs and notices provided for safety purposes.

The school makes pupils and parents/carers aware of these responsibilities through notices, school newsletters, annual prospectuses and appropriate meetings.

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