

WOODLANDS SCHOOL

HEALTH & SAFETY POLICY AND PROCEDURES

Procedure/Guidance

Policy Issued: Sept 2017

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Reviewed by: B Gandhi-Johnson

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Policies to be read in conjunction with this policy:

- First Aid
- Safeguarding
- Controlled Medicines
- Lone Working
- Out of School Educational Visits.

1) Management of Health and Safety

Woodlands School has:

- A health and safety policy
- Completed risk assessments for all areas.
- A management structure that supports the implementation of the policy
- A review and audit system that checks, evaluates, corrects and develops its health and safety arrangements and staffing.

For Woodlands Limited Paul Davies has responsibility for health and safety. Within Woodlands School James Hughes (Deputy Head teacher) has responsibility for health and safety.

A report is written annually by Paul Davies, in conjunction with James Hughes, to show the findings and recommendations for Woodlands School in terms of health and safety. James Hughes completes a separate audit end report for fire safety annually which is presented to Governors.

Two pupils are also invited to become part of the school's Health and Safety Committee. They alert staff to any concerns or issues that are raised by the pupils. They also are made aware of any building work or repairs that may potentially impact on the school day. The Deputy Head teacher meets with the pupils for a Health and Safety walk each half term which is recorded in the Health and Safety log.

Sub-contractors provide their own risk assessment for work carried out on the premises which are inspected by James Hughes prior to the work commencing. If they don't have a specific risk assessment James Hughes will provide one for use.

1.1) Health and Safety Statement

It is the intention of Woodlands to adhere to all Health and Safety Regulations. Each property has individual room risk assessments and each activity or work has their specific risk assessment. These are read and signed by all staff and any contractor working within the premises. These are reviewed by a responsible person every 12 months and updated when needed.

1.2) Risk Assessments

Any staff member can write a risk assessment at any time; these are usually done when a new activity is planned or if anything has changed regarding an existing one. The hazard is recorded on the risk assessment by the person writing it.

Risk assessments are reviewed every 12 months or if anything has changed regarding the activity such as an accident or any change to the risk/activity.

2) STAFF COMPETENCES

Woodlands Limited has a named competent person to advise and assist the school in the implementation of its health and safety policy.

Paul Davies is qualified to I.O.S.H current legislation, risk assessment, accident/disease prevention etc.

In Woodlands School all staff are responsible for day to day health and safety. Any issues or concerns need to be raised with the Head teacher or deputy head immediately.

All staff are familiar with procedures for first aid and fire safety. Annual training on health and safety is delivered to all staff annually. Pupils also have health and safety training with regards to fire safety and food hygiene. Pupils are also involved in writing their own safety plans through therapy sessions.

First Aid

- Andrew Stoker, Chris Tait, Ian Smith, Vicky Jones and Kieran Devereux members of staff have completed a minimum of the Appointed Persons 1 Day First Aid Course;
- Accident books are available from the school office.
- First Aid boxes are located in the following places:
 - Main admin office, school office, Science room, Art room, exam room and kitchen.
 - Outdoor Education has its own first aid provisions within the hut.
- A First Aid box for out of school visits is available from Amy Conner. Maintenance of the first aid boxes is the responsibility of the designated First Aider. Contents should be regularly checked and replenished and ordered via the Admin Team.
- Each box contains:
 - A guidance card
 - Individually wrapped sterile dressings
 - Sterile eye pads, with attachment
 - Triangular bandages
 - Safety pins
 - Selection of medium, large and extra-large unmediated dressings
- Disposable plastic gloves should be stored near first aid boxes. Additional items are kept in the Medical area of the staff office and may be found in the PE staff room and art/science rooms. These may include scissors, crepe bandages.
- Controlled medication is locked away and issue by a First Aider and the medicine book completed, witnessed and counter-signed. (Refer to circular *Supporting Learners with Healthcare Needs March 2017*). Appendix 1.

3) LEARNING ENVIRONMENT

Annual risk assessments of the buildings and access are reviewed under the Independent Schools Standards. All testing for electrical equipment and safety checks are completed within the required timeframe.

There are sufficient toilets which are checked by staff regularly throughout the day and cleaned daily. There is running hot and cold water with facilities to wash hands correctly with soap.

Staff and pupils have access to hot drinks and cold water throughout the day. Pupils are only allowed a hot drink at lunch time and it is made by staff and pupils must drink it in the common room sat down. A risk assessment is completed for pupils to have hot drinks.

The pupils have a common room for breaks and lunch times which is maintained and checked. There is a large staff office for staff to use during Planning, Preparation and Assessment time (PPA).

4) EQUIPMENT, MATERIALS AND SAFE SYTEMS OF WORK

In Outdoor Education there is a system of signing out tools and a shadow board. All of the tools are locked away within a locked cupboard and only given out one at a time.

Any hazardous materials or liquids are kept locked way in the COSHH cupboards. There are separate risk assessments for working within different subject areas. Each risk assessment for PE, art, science and Outdoor Education contains:

- the assessment of the task to be completed
- identification of hazards
- definitions of safe systems
- implementation of safety
- monitoring of the system in place
- communication to relevant staff and pupils.

At Woodlands School personal protective equipment is checked for correct usage by James Hughes. Subject staff ensure that equipment is correctly stored and that it is generally maintenance and clean when returned.

Outdoor Education has equipment and machinery maintained and serviced regularly according to how often it is used.

5) LEARNER INDUCTION - HEALTH AND SAFETY TRAINING

When a young person visits Woodlands School they are given a tour of the school and introduced to the staff. They are provided with a pupil handbook with basic information about the school during a detailed induction process. Subject areas which use specialist equipment provide an induction programme.

When a pupil joins the school they are supported by a member of care staff who stays with them in lessons and during breaks and lunch times. This is until they are settled enough to stay with school staff.

Regular fire drills are carried out and each time a new pupil joins the school. Any health and safety concerns are raised at the School Council meetings which are half-termly.

6) ACCIDENT/DISEASE RECORDING AND REPORTING

If there is an accident then the First Aid policy would be followed and the Accident Book completed by the attending First Aider.

(RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. Any injuries and ill health involving employees, injuries involving pupils and other people, and dangerous occurrences also need to be reported.

Any manager of the location can report all incidents online and there is a telephone service for reporting fatal and specified injuries only. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm. We keep a record for ourselves and proceed to doing the above.

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of: work-related accidents which cause death, work-related accidents which cause certain serious injuries (reportable injuries), diagnosed cases of certain industrial diseases, and certain 'dangerous occurrences' (incidents with the potential to cause harm).

7) EMERGENCIES

Fire Evacuation

FIRE MARSHALLS:

School – Baljit Gandhi-Johnson/James Hughes

Office – Amy Conner

Fire Marshalls

As with all staff, first and foremost is the safety of the pupils;

On the way out check your area, ensuring:

- the alarm has been raised;
- teachers are evacuating the building; as is compatible with pupil and personal safety,
- see that the area is clear;
- report the source of any fire / broken alarm and area evacuated to the staff member in charge of that vicinity.

General

- Know the assembly area for any room you teach in: they are posted in every classroom;
- know the nearest route out;
- know where the nearest fire appliance is;
- **DO NOT IGNORE AN ALARM;**

- do ensure that your class is orderly when leaving the building and at the assembly point.

Staff responsibilities

All staff should ensure:

- they are familiar with the routine for the orderly evacuation of the building;
- they are aware of the escape routes from each room and the positioning of the firefighting equipment;
- that all exits including emergency fire ones are left open and free from obstruction when the school is in session;

Amy Conner/Baljit Gandhi-Johnson/James Hughes are responsible for ensuring:

- all staff and pupils are familiar with the routine for the orderly evacuation of the building;
- that staff are aware of the escape routes from each room and the positioning of the firefighting equipment;
- that all exits including emergency fire ones are left open and free from obstruction when the school is in session;
- that the firefighting equipment is checked not less than once per week to ensure that nothing has been removed or discharged;
- co-ordinating the work of the floor fire marshals so that they are satisfied that the building is adequately covered so as to ensure a rapid and safe evacuation of pupils and staff;
- that all rooms have notice clearly visible stating the fire routine, the nearest firefighting equipment or escape route;
- that all smoke doors and emergency exits are marked as such;
- that any deficiency in the firefighting appliances or defects in the alarm system are reported.

The fire marshals are responsible for reporting to the reception if it is a false alarm.

Responsibility for fire drill/evacuation is assumed by the fire marshals, in their absence James Hughes, Sandra or whoever is the most senior member of staff. Taking charge of Assembly Points and checking all registers have been taken and are completed.

There must be an orderly return into school of pupils and staff when it is safe to do so. Any inadequacies, poor standards of drill etc. must be reported to the fire marshals.

Fire Precautions

Reasons for fire routine:

- to prevent loss of life or injury to personnel;
- to prevent fire;
- to ensure that an alarm is raised quickly and efficiently;
- to deal with any emergency by quelling a fire and evacuating the premises;
- to ensure that outside assistance is called with the least possible delay and to a pre-determined plan.

Prevention of Fire

In order to prevent fire, it is necessary to appreciate the general circumstances in which a fire could arise. Having an intelligent understanding of the cause of fire is the first step towards taking the necessary precautions. If it is not possible to remove the risk altogether, it is often possible to reduce the hazards to reasonable proportions. The following are some examples of common causes of fire, the remedies for which are self-evident:

- careless use of naked lights;
- careless use of heating appliances;
- electric kettles on long enough to boil dry;
- inexperienced persons making additions to, or otherwise interfering with electrical installations;
- accumulation of combustible materials - keep storerooms and classrooms, especially practical rooms, clear;
- take particular care in the use of and storage of inflammable liquid. Small containers only in use and then under strict teacher supervision;
- strict supervision and care in the use of furnaces, brazing torches, Bunsen burners etc. Turn off when not in use;
- be on the alert for gas leaks, blown out/defective pilot lights on cookers etc.;
- report any potentially dangerous / damaged electrical fitting;
- the Site Manager (Ian) must keep the Boiler House clear of rubbish, and the floor area clear of spilled oil;
- areas adjoining the boiler to be kept clear.

Performances

When public or private film / play etc. performance are given, the requirements of the Licensing Authority must be adhered to and the arrangements agreed by the School Safety Officer.

Action in the event of fire

Always call the Fire Brigade no matter how small fire may seem or if it appears to have been extinguished. On discovering a fire, raise the alarm by breaking the glass in the nearest alarm. If this does not activate the alarm siren, raise the alarm by word of mouth, blast on whistle, or if practicable, by the hand bell available in Reception. Take your class by the nearest route to the assembly point for the building that you are in.

Follow Evacuation routes identified.

- Check all dead end rooms, end rooms and toilets on your way out of the building, ensuring all staff and pupils are alerted;
- line your pupils up at the assembly point and call the roll. Report to the teacher in charge; the first named staff member (alphabetically) teaching within the vicinity (see front page);
- remain at the assembly point until you are told it is safe to re-enter the building;
- obey any requests by Fire Marshalls;
- in the event of a false alarm or real fire the alarm must be left ringing; only the Head teacher or Deputy Head is allowed to stop the alarm.

Admin or a nominated person will:

- monthly reports on the condition of the firefighting equipment;
- weekly check on the alarm system;
- ensuring that all emergency and other doors are unlocked and unobstructed during the time that the school is in session.
- call the Fire Brigade if necessary;
- record incident briefly in log book by control box.

Fire drill during lunchtime

All pupils and staff must vacate the building. The fire alarm must be left ringing until stopped by the Head teacher, Deputy Head teacher or the fire brigade.

Evacuation of pupils with disability

- wheelchair pupils to be the last to be evacuated;
- in school assemble pupils with disability in identified safe areas and await assistance from fire service.
- staff clear building and supervise evacuation of all pupils; to assemble on outside the Funeral Directors.

Procedures - Bomb Threats**For buildings with switchboard or Reception type area**

With many employees on a direct telephone system it is foreseeable that individuals could receive a telephoned bomb threat. Should this happen to you, the following procedure must be implemented:

On receiving the telephone call:

- listen to the caller without interrupting and make a note of the time of the call and what is said;
- before the person rings off try to ascertain:
 - where the bomb is;
 - what time it will explode;
 - the type of package or container;
 - who is calling e.g. name of the individual / terrorist group etc.
 - do not replace phone
- **notify the switchboard immediately (or if applicable Reception);**
- indicate you have received a bomb threat and give your name, telephone extension number, department and brief details of what has been said.

Keep your telephone line clear and await further instructions; you may be telephoned for further clarification.

Switchboard Operators

Immediately notify a senior member of staff outlining details of the bomb threat and the name and telephone number of the person receiving the call. Notify the police using the emergency telephone number.

To all staff

Bomb Threat Procedures - Woodlands School - Additional Information

If a decision to evacuate is taken, the following procedure should be implemented:

- the change of lesson bell will be rung intermittently for 10 short bursts in each building; on hearing the alarm:
- collect your personal belongings, such as coats, handbags, lunch box, shopping, packages, PE bag etc. Instruct your class to collect coats and bags if possible;
- inspect briefly your work area for any suspicious packages, objects etc. **DO NOT TOUCH SUSPECT ITEMS**;
- evacuate the building carrying out routine fire drill procedures;
- Fire Marshall (see Fire procedures) check briefly for anything suspicious when clearing your designated area of personnel;
- report anything suspicious to the Fire Marshall on arrival at assembly point;
- stay in the assembly point and await further instructions from the Fire Marshall who will liaise with the Emergency Services;

N.B. the above procedure applies if the pupils are in class / assembly

Evacuation at break or change of lessons

- staff clear building following procedures outlined above with regard to inspecting areas and removing coats/bags etc.
- all staff move to designated area (i.e. outside the Funeral Directors on the pavement)
- pupils move to side on the pavement. A register will be taken and checked that all staff and pupils are accounted for.

Bomb Threat Before School or Lunchtime

- staff clear building following procedures outlined above with regard to inspecting areas and removing coats/bags etc.;
- All staff, including care staff should move to the area by the funeral directors;
- pupils should line up with the teacher in designated area;
- if available a register should be taken.

N.B. All fire / bomb threat evacuations **must** be treated seriously and the building **must** be evacuated.

Fire Drill Evacuation Procedures

Please ensure that you are familiar with the appropriate procedures for any area in which you work. Detailed responsibilities / Fire Marshalls - see Fire Procedures. Sign to say you have read the health & safety policy.

8) APPRASISAL

Supervisions allow for organisational matters to be addressed if there are concerns raised regarding the procedures of this policy or the health and safety of young people or staff.

9) CONTRACTUAL CONTROLS

All contractors working at Woodlands must give a copy of their own Health and Safety policies to the main reception and a copy to the designated Health and Safety officer (James Hughes). These will be kept on file until the work is completed. Individual risks assessments for pupils will be written using these as a reference point.

Each individual Health and Safety policy for each contractor is available in a file held in the staff room. Each contractor is required to sign in at the man office and in doing so agrees to follow Health and Safety procedures of Woodlands School as well as individual risk assessments for the work to be completed.

10) MONITORING

The monitoring of Health and Safety of Woodlands School is the responsibility of all staff. Any health and safety breaches need to be highlighted and James Hughes or Paul Davies informed immediately.

The work of external contractors will be monitored by Amy Conner (Finance Manager) as well as Paul Davies. Day to day monitoring of any work carried out will be completed by James Hughes (Deputy) and the Head Teacher.

Paul Davies and James Hughes will complete annual reviews of Health and Safety procedures. Paul Davies will ensure that staff training is up to date and current.

APPENDIX 1: SUPPORTING LEARNERS WITH HEALTHCARE NEEDS



Supporting
Learning with Health

