

Health and Safety Management Plan

Due to the small size of Broadlands Hall School, it has been decided that there will not be a Health and Safety Committee as such. The site is small enough for all the staff to see all areas of the school for most of the day.

It is stressed to all staff, at their induction, that it is incumbent upon all employees of the School to conduct themselves in accordance with the School's published Health and Safety Policy and to bring to the notice of the Headteacher or Principal any health and safety matter which they consider should be reported and appropriate action should be taken.

It is an established requirement that all teachers and other staff must, at all times, exercise a duty of care in respect of students in their charge. Likewise with Health and Safety, we are all required to exercise a duty of care in conformity with the Health and Safety Regulations. It should, however, be recognised that the policy can only work effectively if the duty of care is exercised on the basis of reasonableness and practicality rather than idealism.

A weekly staff meeting is held and any health and safety issues will be brought up and discussed.

PART TWO

Arrangements for Health and Safety

Aim - General

The aim of our school is to create an atmosphere of carefulness both in and out of school; this is for all users of the school, young people, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self.
- Concern and consideration for the safety of others.
- Knowledge of what to do in certain situations.
- Alertness and control.
- Cultivation of good habits.

For students, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play, which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade and road safety officer etc.

It might also be through a health-related topic such as smoking.

At Broadlands Hall, students are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves and personal hygiene.

A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime.

We believe that students learn best through practical experiences and active involvement in all areas of the curriculum. Students are taught to have care and consideration for themselves and others:

- In the classroom.
- When using equipment eg scissors, tools, PE apparatus.
- When moving around school.
- When carrying out investigations eg a pond, pollution, soil studies.
- When on educational visits.

For any physical activity, students change into appropriate clothing. They are expected to wear trainers for outside activities. It is part of our school policy that students do not wear any form of jewellery for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school and care of property.

In accordance with LEA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are given to the Home Manager. Students are asked to wear appropriate clothing for the activity planned. According to each young person's care plan, the correct adult child ratio is always followed and a first aid kit and list of emergency phone numbers are taken.

Broadlands Hall has set procedures in case of an emergency in school, such as a fire, when the building needs to be evacuated. These drills are carried out at least once a term. All staff and students are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.

All students are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the Resources Room. The School's Accident Register, Accident Forms and a list of any allergies students have are kept in the School Office. If the accident is more serious, the aim of the School is to get the child qualified medical attention as quickly as possible. The Home Manager is informed straight away and, if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Headteacher, under the direction of the Principal/Bursar, is responsible for ensuring that the building provides a safe and healthy environment for the students. Staff will maintain a clean and tidy building and grounds. Any minor repairs or maintenance are arranged by the Bursar, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the students. All equipment is to British Standards and is maintained regularly.

Section 1

Risk Assessments

The staff at Broadlands Hall School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. The highest priority lies in ensuring that all operations within

the school environment, both educational and support, are delivered in a safe manner that fully complies with the law and best practice.

What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a kettle if spilled could burn).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, quality vehicles, staffing levels and insurance).

Areas of school environment and school life that will need to have a risk assessment are:

- School's premises and grounds.
- Student's known and likely activities (both permitted and illicit).
- Risks arising from the disabilities of any child at the school.
- Risks arising from students not being able to appreciate the hazards for themselves.
- Risk to students from public access to the school or during activities and outings.
- Potential for bullying and abuse within and outside the school.

Due to the nature of the students at Broadlands Hall School, no unsupervised access to any areas of the School is allowed.

Risk assessments will be carried out and kept up to date on all aspects of school life. Areas of responsibility are as follows:

Fire – The Bursar

Legionella – The Bursar

All rooms, corridors and exits – The Bursar

Catering and cleaning functions – The Bursar

Grounds Maintenance (including use of pesticides and COSHH) – Head Groundsman

Maintenance functions (including working at heights, electricity, manual handling and building work, use of power tools, COSHH and flammable materials) – The Bursar/Maintenance Engineer

Asbestos Register – The Bursar/Maintenance Engineer

Reprographics Machines and copiers – The Bursar

The person responsible for ensuring that up to date risk assessments for trips and activities are maintained is Richard McEwan.

The on-site Fire Officer, in charge of Fire Drills and evacuation routines in the event of an emergency, is Richard McEwan.

Broadlands Hall uses the ‘5 steps to Risk Assessment’ format issued by the H.S.E. for risk assessment within the school.

The 5 steps are:

1. Look for the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide whether existing precautions are adequate or whether more could be done.
4. Record your findings.
5. Review your assessment and revise it if necessary.

Special Risk Activities

The National Care Standards Commission believe that it is likely that Licensing is to be required where a commercial company or local authority provides activities such as - Camping, canoeing, caving and potholing, climbing, flying, gliding parachuting, ballooning, parascending and hang gliding, hill walking and mountaineering, horse riding and pony trekking, orienteering, sailing, surfing, sea swimming, snorkelling, sub aqua, windsurfing and skiing.

In the planning of any of these activities, the following points should be considered:

Experience and expertise of staff.

Age and ability of students.

The activity undertaken and the risks involved.

The remoteness of the area in which the activity is taking place.

Areas not related to the building or site will be identified termly at staff meetings or when new materials, equipment or procedures are to be used.

If available, Broadlands Hall also uses the services of the Local Community Police Officer to provide information and give talks to the students on areas such as 'Stranger Danger' and bullying, both on site and in the community.

Specific risks that are posed by student behaviour are detailed in the students' Red Behaviour Scale (Lalemand Scale). This will detail the behaviour, when the behaviour occurs, what may trigger the behaviour and what is the agreed response to control the behaviour. All parties are involved with writing the Lalemand Scale. This plan is found in the students' main school file in office and a copy is to be found in the student's personal file in their classrooms.

Almost all students who attend Broadlands Hall School will need physical interventions at one time or another, therefore the majority of staff will be NAPPI trained at any given time.

Section 2

Training

The responsibility for organising (and maintaining records of training) is as follows:

Health and Safety and Hygiene Training – Bursar and David Boulter.

Briefing new students on emergency fire procedures – Headteacher.

Briefing new staff in fire safety – Headteacher and David Boulter.

Inducting new staff in Health and Safety – David Boulter.

Identifying specific health and safety training needs of staff – Headteacher.

First Aid training – Sister Durrant.

Section 3

External Advisors for Health and Safety

At Broadlands Hall we use external consultants to advise us on matters of health and safety within the school.

Engineers monitor and service the schools plant, equipment, including boilers annually.

The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environment Health Officer (EHO).

The School has a contract with a local pest control company (Command Pest Control), who visit monthly to monitor and control pests in all areas of the school.

The whole of the School's Health and Safety measures are audited annually.

The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical engineers to inspect and maintain its electrical installations (all of which are RCB Protected and meet the requirements of BS7671 IEE wiring regulations).

All work on gas appliances is carried out by registered GAS Safe Engineers.

A qualified CDM coordinator is used in order to ensure compliance with the Construction (Design and Management) (CDM) regulations 1994 whenever major work is undertaken.

Section 4

Fire Safety

Risk Assessments

The risk assessment will:

- Identify all potential fire hazards, reducing them wherever possible.
- Assess the likelihood of fire occurring.
- Consider whether anyone is especially at risk and the consequences of a fire on everyone present; and
- Decide whether fire safety measures are adequate or need improving.

The assessment is to be completed by looking at the School as a whole. The assessment will be undertaken by a competent member of staff.

The assessments will be reviewed yearly.

General

Keeping fire routes and exits clear is the responsibility of the Deputy Headteacher, reporting to the Headteacher.

Ensuring that flammable rubbish and combustible materials are stored away from the buildings is the responsibility of the Head Groundsman.

All gas appliances are regularly maintained and serviced by Gas Safe Registered Engineers.

Broadlands Hall School have half-termly fire evacuation practices for the students and these are combined with a programme of inducting new staff and students with emergency escape procedures to ensure that the School can be safely evacuated in the event of a fire.

Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends is the responsibility of the IT Technician.

Fire Inspections

Fire inspections are carried out periodically by the local Fire and Rescue Services. It is incumbent on the School to ensure that the responsible person has carried out a fire risk assessment and maintained appropriate fire precautions.

The school is committed to maintaining the highest possible level of safety within the school. It is everyone's responsibility to be vigilant at all times and to report concerns at the earliest possible moment.

Fire Drill and Evacuation from Premises

The Deputy Headteacher is responsible for fire evacuation drills and arrangements. All evacuations are logged in the 'H & S Fire File' found in the School Office.

The following practices are designed to minimise risk within the School.

During the School day:

- A daily register of all students present on the premises is to be kept in the Headteacher's office.
- As soon as the fire alarm sounds all students and adults must stop what they are doing and walk out of the building through the nearest exit.
- Unless informed otherwise, all students and staff must evacuate the building.
- All students should leave the building in an orderly fashion leaving bags, coats and books behind and proceed to the fenced Play area. Teachers

should ensure that all students have left the classroom before closing the doors and windows and making their own way to the Fire Assembly Point.

The Deputy Headteacher

The Deputy Headteacher will retrieve the Attendance Register from the School Office and proceed to the Assembly Point. As soon as it has been ascertained that there is a fire, the Deputy Headteacher will call the Fire Brigade or will delegate this responsibility to a member of staff.

At the Assembly Point

Upon arrival at the Fire Assembly Point, all students should line up in an orderly fashion and the Attendance Register checked by the Deputy Headteacher or other designated member of staff. When the Register has been taken, the Headteacher should be immediately informed if any student is missing. A senior member of staff at the Fire Assembly Point will initiate a search for any missing person/s without endangering their own lives and ensure that the Headteacher is informed of the position.

Only when it has been confirmed, by either the Deputy Headteacher or Headteacher or, in their absence, the next senior member of staff, that there is no fire can anyone make their way back into the School buildings.

Lunchtime Fire Procedure

All staff members shall, on hearing the fire alarm, guide all students together away from the building to the Fire Assembly Point and ensure no student re-enters the buildings.

Staff members in the Dining Room shall evacuate all students from the building and ensure on the way out that toilets are vacated.

The Headteacher or other Senior member of staff will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Only when it has been confirmed, by either the Deputy Headteacher, the Headteacher or in their absence, the next Senior member of staff, that there is no fire can anyone make their way back into the school buildings.

Student Related Issues

If, in the unlikely case of a student needing to be removed physically from the premises in the event of a fire, this will be done using the School's Physical Intervention Policy, protocols and guidance. This is always for the student's own protection.

In the event of a student exhibiting challenging behaviour and refusing to leave the premises, the staff member will assess the level of immediate danger and call for assistance, if thought safe to do so. At no time should the staff members put themselves at risk. If the student continues to be challenging and is thought to be putting staff at risk of injury, by fire or violence then the staff members are to return to the Fire Assembly Point and inform the Fire & Rescue Services immediately on their arrival.

Whilst not an issue at present, special arrangements may be needed for students who have an additional sensory loss i.e. visual or hearing. Similarly moving and handling protocols may override other considerations when evacuation of physically disabled students is being considered.

Testing and Servicing Equipment

The Alarm System;

The Alarm system is tested and maintained by Service engineers to British Standards as detailed in the 'Fire Alarm System' Log Book, to be found in the Main Office. The system is serviced, tested and maintained as part of the school contract.

In addition to the above, the system is checked as follows by the Site Supervisor

Daily. The Deputy Head will:

Check system is operational via:

Visual check of control panel indicating normal functioning.

Record any faults indicated in Log book.

Report any faults to the Bursar so immediate action to rectify the fault can be taken.

Check log book for recorded faults and take immediate action to rectify.

Weekly. The Deputy Head will:

Check system is operational by-

One break-glass call point or smoke/heat detector is operated on a zone circuit. Testing the system's ability to send & receive a signal and sound the alarm.

A different zone is activated each week.

All faults are recorded in the Log Book and immediate action taken to rectify any faults.

Fire Extinguishers.

Fire Extinguishers consist of Water and CO2 extinguishers and Fire Blankets. These items are serviced as part of the School program.

Key-Personnel:

Fire Risk Assessment: Bursar

Fire Drill and Evacuation Procedures: deputy Headteacher

Testing and Servicing Equipment: Initial Facilities

Alarm system:

Daily/Weekly checks: Deputy Headteacher

Drills/Evacuation procedures: Deputy Headteacher

Quarterly/Annual maintenance inspection: (Whole School contracted Service Engineers) Arrow Electrical.

Emergency Batteries:

Monthly/Weekly Checks: Bursar

Annual Maintenance Inspection: Arrow Electrical

- **Torches:** Deputy Headteacher

- **Fire Extinguishers:** Bursar

(Whole school contracted Service Engineers)

Section 5

Water, drainage etc

The Bursar and the maintenance engineer are responsible for:

- Maintaining water quality. A sampling regime, using external contractors, (Silenster) is in place.
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear (using external contractors if necessary).
- All accessible hot water outlets have mixers to ensure a constant supply of warm water. Water temperature is tested and recorded by the Bursar each month and temperatures are recorded in the 'water' file which is held in the Bursar's Office.
- Chlorine cleaning on all hot and cold water systems are carried out on a yearly basis by Silenster Ltd.

Section 6

Electrical Safety

It is the responsibility of the Bursar to ensure that Broadlands Hall has current electrical installation certificates. And that all portable electrical equipment is tested annually, a record is kept and a 'pass' sticker is fixed to each appliance passed. Equipment not passing the inspection is to be immediately withdrawn from use until full repairs have been undertaken and a second test made. .

Section 7

Asbestos monitoring

The new Broadlands Hall School was constructed after 2008 and therefore no asbestos is present.

An external Asbestos survey has been carried out at Broadlands Hall, and a register of all asbestos found is kept in the Bursary. Any asbestos deemed a slight risk has been removed by a reputable asbestos removal company (Cambridge Asbestos removal) and a register of any asbestos still on site is kept in the bursary, and has been given out to all persons who may at any time be required to work near. The Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. She is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

Section 8

Smoking Policy

Rationale

- Smoking is the single most preventable cause of premature death and ill-health in our society.
- Passive smoking – breathing other people’s tobacco smoke – is also potentially fatal. It has been shown to cause lung cancer, as well as many other illnesses, in non-smokers.
- Smoking is a health and safety issue for all adults who use the school,
- Everyone has the right to breathe clean air, and non-smokers are in the majority.
- Schools have a major role to play in working towards non-smoking being seen as the norm in society.
- Students need to receive consistent messages and require non-smoking role models within the school.

The Education Centre, the play areas and the horticultural zones, are smoke-free areas.

Restrictions on smoking

There is no smoking on the Broadlands Hall site (School and Home).

Visitors

The smoking policy applies to all visitors to the School – for example: parents, suppliers, supply or temporary staff and maintenance personnel. The following arrangements have been made for informing visitors of the policy’s existence:

- Clearly worded signs will be sited to announce the policy.
- Staff members will inform visitors of the policy when necessary.

Implementing and monitoring

This policy will be reviewed annually to ensure that it continues to meet the general principle. Effective date: This policy is effective from 1 April 2015.

Section 9

Hazard and Defect Reporting

All defects and hazards relating to the school buildings and grounds should be reported immediately to the Bursar/Principal. The defect/hazard should also be entered in a Maintenance Book, which is kept in the School Office. The necessary work will then be actioned. The Bursar/Headteacher is responsible for monitoring the progress on all items reported.

Section 10

Vehicle Movements

Car Parking

Car parking and vehicle movements on site are the responsibility of the Bursar.

Car parking is restricted to an area away from the school buildings

Personal contact will be made with any adult who continually parks in an obstructive way (by the Headteacher or Bursar). All adverse comments by neighbours will be followed up.

Movement of any vehicles around the school grounds is a concern as it is a hazard to staff and students.

Carers / Parents / Staff

Staff are regularly reminded of the following:

- To restrict the speed at which they should be driving in the school grounds to 10mph
- Students must be supervised when near areas that are open to traffic throughout the school day.

Delivery Vehicles

All regular delivery vehicles are encouraged to deliver whilst the boys are in class to minimise any risks

All Delivery Vehicles:

Upon arrival, drivers of large vehicles should enter the grounds through the main entrance, park up and report to the Main House, where a designated person will then 'walk' the vehicle to its destination.

Drivers are to abide by a 10mph speed limit.

Maintenance Vehicles

Tractors and ride on mowers are only to be driven by designated staff that are aware of the safety procedures around the school.

School Passenger Vehicles

Ensuring the school vehicles are properly maintained and road worthy is the responsibility of the Transport Manager.

All members of staff who drive the vehicles are under obligation to check any vehicle they use before driving it. If any faults/defects are found they should immediately report it/them to the transport manager. If they deem the car unsuitable to drive it is their responsibility not to take the car out.

Students will only be transported with the correct student to adult ratio.

Rules of Behaviour for students travelling in School Vehicles

- Wear seat belts.
- Remain seated at all times unless instructed otherwise by the driver.
- No throwing of objects from the vehicle.
- No obstruction of gangways or exits with belongings.
- Do not create excessive noise and thereby distracting the driver.
- Do not speak to or distract the driver unless in an emergency or when the vehicle has stopped.
- Do not trail scarves or other items from the vehicle.
- Do not get out of the vehicle until advised it is safe to do so.

See risk assessment number O1 for outings on buses/coaches.

Section 11

Students Moving Equipment

In the normal day to day running of the School, there are certain situations where students will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Students must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Students need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

PE and Sports Equipment

When using large apparatus, students must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many students are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.

Furniture

Chairs should be moved one at a time, and students must be shown how to carry them correctly. They may carry single chairs on their own. If students are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the teacher will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include DVD players, laptops, speakers, art trays, lego therapy sets etc. These can be moved freely by the students.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items Students Should Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught
- Paper cutters – sharp blade although on wheels, can tip

Section 12

Security/Visitors

Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Headteacher

It is the responsibility of the Headteacher to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- To prevent unsupervised access by students to potentially dangerous areas.
- Controlling lone working after hours.

Headteacher

It is the responsibility of the Headteacher to perform the above functions in the absence of the Bursar.

In addition, the Headteacher is responsible for the security of the premises during the School day.

It is the responsibility of the Headteacher to lock the premises, each night.

General

Key locks have been put on all entrances giving access; this is for the purposes of stopping intruders and stopping students from leaving the buildings without the help of a member of staff.

Visitors to the School are required to wait to be admitted. They will be asked to sign the Visitor's Book in the Reception area and read the School's Safeguarding procedure and procedures. Visitors will be issued with a badge, which should be worn for the duration of their visit. Visitors are to be aware of the emergency evacuation procedures, details of which are posted at numerous locations around the School. Staff are expected to challenge politely anyone in school they do not recognise and is not wearing identification. Visitors are not permitted to be alone with students in closed classrooms and they must be supervised by a member of staff at all times.

Students who are attending off site activities, such as dentist appointments are to be signed out of the register when they leave and marked back in on their return.

Contractors on Site. Due to the vulnerable nature of the students at Broadlands Hall, contractors will be encouraged to work in pairs, if this is not possible they should try to have locked doors between themselves and the students. Obviously this cannot always be the case, when it isn't they must always be aware of where the students are and keep ALL tools on their person or locked in a box. All students should be accompanied at all times by their teachers but in the unlikely event of a student absconding from their teacher/carer and approaching a contractor, causing them to feel threatened or uncomfortable, they should give the child what they want and call a member of staff immediately.

- At Broadlands Hall, only known or relevantly qualified contractors or those assessed to being capable are engaged to work on the premises.
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting
- supervision of the Bursar so as not to endanger the health and safety of students or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or students
- If contractors are working near the students's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area
- All regular contractors will be DBS checked

All work will be monitored by the Headteacher/Bursar and any concerns reported to the Principal, and the contractor concerned.

Guidance for Contractors on Site

With regard to Health and Safety we ask you to refrain from:

- Smoking in the building or in the grounds: we are a strictly a no-smoking school
- Talking to the students (our students are asked not to talk to strangers)
- Moving vehicles when students are at play
- Working on or near the playgrounds when the students are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Headteacher or Bursar.

End of the School Day

At the end of the school day students will be handed over to the care staff, who will be informed of any incidents throughout the day.

Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Headteacher or Deputy Headteacher of any difficulties

Broadlands Hall School follows the guidance on the Control of Substances Hazardous to Health as detailed from the Health and Safety Executive. The responsibility for compliance with the COSHH assessment rests with the Bursar who may delegate responsibility for carrying out the assessment to the Bursar or staff involved in using such substances.

COSHH data sheets will be requested from the Schools suppliers and, once assessed will be kept in the Health and Safety file in the Bursar's office. Substances that are covered by COSHH are classed as:

Very toxic, Toxic, Harmful, Irritant, Corrosive

At Broadlands Hall School the above substances are to be found in:

- Cleaning materials
- Medicines
- Spillage of body fluids, eg vomit, faeces, blood, urine
- Scientific chemicals

Bleach is only kept on the premises in small quantities and is kept locked away.

No medicines are kept in the school, they are kept in a locked cupboard in the Office in the Home.

Body fluids are disposed by flushing. If this is not possible then items are double bagged. This is then collected and disposed by special collection in the normal manner.

Sharps: syringe needles are placed in a proper sharps box and are disposed of in a manner.

There is a designated area on the School site for the disposal of waste. The waste bins are covered and are emptied once a week. In the event of there being an excess of waste, arrangements will be made for an additional refuse collection. Waste is not to be left around the school. Special waste, including glass, fluorescent tubes and broken furniture is disposed of separately. Such waste is reported to the Handyman who will assume responsibility for its disposal.

Section 13

Off Site Visits

The Bursar, Headteacher and Care Home Manager must be made aware of all the proposed trips before plans are finalised.

The School hold medical forms for all students, which includes a section giving the School permission to administer emergency medical treatment if the care workers cannot be contacted. In the case of a student's 'normal' daily medication this will be given to the teacher to administer at the appropriate time. This will be given in a sealed container with full instructions as to the required dose and frequency. Two staff will be required to oversee the procedure and they will sign to say that they have done so. This document will be returned to the Home, together with any unused medication, and the documentation will be inserted into the Medical Records which are kept on file for inspection. School staff will not administer any other medication to a student unless specifically instructed to do so by a senior member of staff at the Home or by a medically trained doctor or nurse.

Once the trips have been agreed the member of staff or the Headteacher will collate from the venue the appropriate Health and Safety Information.

The Health & Safety Information provided by the venue is to be kept in the School Office and will be provided to the members of staff designated as responsible for a particular trip.

The responsible and accompanying members of staff must then compile the final risk assessment for the trip, using the information provided by the venue and their previous experience of the venue. The risk assessment must also take into account the special needs of the students as students with Autism need extra preparation.

The risk assessment must then be submitted to the Headteacher. All members of staff and accompanying adults, that attend a School trip, are required to read, understand and sign the relevant risk assessment, which will be held in the School Office.

Due to the nature of the students at Broadlands Hall, although due regard is made to the **DfE publication Health and Safety of Students on Educational Visits** regarding staff: student ratios each child at Broadlands Hall has a care plan that states what Staff ratios must be used; these are much higher to those recommended, even so, this ratio may be increased if the safety and welfare of the students require it or an overnight visit is planned.

No students will be able to travel without the appropriate number of supervising adults or without the appropriate risk assessments having been read and fully understood, and letting the Manager of the Home aware of any visits the students will be participating in. For any trips that include an overnight stay special permission must be sought from each child's social worker.

Students from Broadlands Hall are not permitted to go on visits outside of the UK unless express permission has been obtained from the placement authorities. In which case the Bursar must be contacted for further advice.

Broadlands Hall has comprehensive travel insurance, with Zurich Insurance, which covers all trips.

Section 14

Missing Students

This very rarely happens but complacency is a hazard we must avoid at all costs. The welfare of students in our care is paramount. Students may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the students and knowing where they are.

For the full policy please refer to the Missing Child Policy

Section 15

Violence towards Staff

The most common form of violence towards staff is that caused by aggressive student behaviour arising out of their specific condition. All students at Broadlands Hall are prone to violent behaviour. Staff will be aware of those students who are likely to exhibit aggressive behaviours and any concerns about a violent incidence occurring will be discussed with the staff member involved, the Headteacher, the child's Key Worker in the Home and the Home Manager. Any known 'triggers' to the behaviour occurring will be discussed and documented.

A Behaviour Management Plan will be actioned and a risk assessment carried out for each child along with a Physical Intervention Plan.

A majority of staff will be NAPPI trained (Non Aggressive Psychological Physical Intervention).

They will know:

How to respond to violence, in particular responding to physical contact and the use of restraint techniques.

Staff will be expected to have read both behaviour management and physical intervention plans.

An exit strategy for those at risk.

Violence to staff from students is never condoned and the possibility of sanction/liaison with the student's placing authority with regard to the suitability of placement.

Aggressive incidents are reported in writing, in either of the appropriate incident books. Incidents are monitored by the Headteacher who will then decide on any preventative measures.

After a violent incident involving both students and staff, an opportunity to debrief on the situation should be given.

Any injuries are to be reported using the accident reporting procedures.

Violence towards staff from an annoyed parent is another possibility. In this instance the staff member must use their judgement to decide when a situation is becoming aggressive.

They should not confront the aggressor.

They should make sure that a third person is available

They should call for assistance if necessary

If violence is threatened or perpetrated then the police should be called immediately

Section 16

Dealing with Health and Safety Emergencies

a) Electrical, Gas, Water and Oil Supply Failure & Leaks

In the event of loss of electrical supply the school has the use of an Emergency lighting system which uses batteries and should last for approx. 2hrs.

In the event of heating failure then additional clothing would be made available. If the failure is expected to be sustained a decision would be made with respect to the students will be sent home.

In the event of gas or chemical leak staff should:

- Inform the senior on duty.
- Determine the source of the leak.
- Move students away from source of leak.

The senior on call will:

Take action to stop leak

- If leak is serious sound fire alarm
- Supervise emergency evacuation
- Telephone Transco.

In the event of failure to the oil supply this would impact on the heating system, hot water supply, The heating system protocols would be as above. Long-term disruption would necessitate buying electric radiators. Loss of water supply for duration of 2hrs or more would necessitate the use of an emergency supply. In the event of an emergency supply not being available arrangements would be made for bottled water to be purchased.

Bomb Alerts

In the event of a bomb alert, the Headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and students

(see fire drill procedure)

- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the vehicular entrance to the school to meet the fire brigade/police and direct them to the incident
- All students and adults must remain outside at a safe distance
- Only when the all clear has been given by the Headteacher or Deputy Headteacher, will students and adults be able to re-enter the premises

Missing Students

See detailed information contained within Missing Students Policy

Intruders

All legitimate visitors to the School would be either known to staff members or wear a visitor badge. Anyone not wearing a badge and who is not recognised should be challenged by a member staff. If a person is acting suspiciously or trying to avoid contact with staff, or is carrying a weapon he/she should not be approached. The member of staff spotting the intruder should alert the Headteacher. The police should be contacted immediately. If an intruder is present and cannot be safely apprehended staff should make every effort to keep the students safe. Students should not be gathered in one place but should be accompanied by staff in small groups to rooms away from the public access routes through the school; these would most likely be the students living areas in the residential department.

Section 17

Administration of Medicines

Medication is generally administered by staff in the Homes and, because of the close proximity of the School to Broadlands Hall, students may return to that Home for administration of any medication during the School day. This will be recorded by staff in the Home. For students in Thistledown or High Gables, the Manager from the Home will bring medication to the School together with full instructions as to dosage and frequency. The Meds Chart

will be completed by the Headteacher who will store the medication in a locked drawer in her locked office. The completed chart will be passed to the member of staff picking up the student at the end of the School day together with any unused medication.

Staff in the School are made aware of any medication that has been prescribed to students and are advised as to any side effects that this may have. Staff in the School will take account of any unwanted side effects to medication that students may be experiencing and will act accordingly. It is important that **staff recognise the most common side effects of medication.**