



**Broadlands Hall School
Health and Safety
Policy**

Prepared By	<i>Hazel Simmons Headteacher</i>
Approved by the Proprietor	<i>Keith Boulter</i>
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Policy for Health and Safety

PART ONE

STATEMENT OF INTENT BY THE HEADTEACHER AND THE PROPRIETOR

I take account of the requirement to comply with Health and Safety Legislation and, in pursuit of its objectives; I have prepared this statement of policy for Broadlands Hall School.

I recognise that under the Health and Safety at Work Act 1974, I have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare for all its employees, and that I along with every Head of Department is responsible for ensuring the health and safety of staff, Students and others (especially: visitors who are unfamiliar with the school, those who are disabled, or have special needs).

I accept these duties and it will continue to be the policy of the School to promote standard of health, safety and welfare that comply fully with the term and requirements of the Health and Safety at Work Act 1974, Regulations made under that Act and Approved Codes of Practice. Furthermore, health and safety is recognised as a responsibility at least equal to that of any other function in the School.

I have delegated some of my duties to other members of staff; but ultimate responsibility rests with me. Persons who have been given specific responsibilities are detailed in the arrangements part of Broadlands Hall's Health and Safety Policy.

The Bursar is the School's Health and Safety Co-ordinator, and is responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to health and safety. She also co-ordinates the advice given by specialist safety advisors, and produces the action plans. The Headteacher, is responsible for monitoring health and safety within the school and for reporting any breaches to The Bursar who will then report to me. The Bursars responsible for ensuring compliance with CDM Regulations, and for safe work for all at the school.

The School will take all such steps as are reasonably practicable to:

- Maintain safe and healthy working places and systems and methods of work and to protect all employees, Students and others, including the public, in so far as they come into contact with foreseeable work hazards;
- Provide and maintain a safe and healthy working, teaching and learning environment for all employees and Students with adequate facilities and arrangements for their welfare;

- Provide all employees and Students with the information, instruction, training and supervision that they require to work safely and efficiently. The School's Health and Safety Consultants will assist the provision of their information which will be disseminated by the Bursar.

Develop safety awareness amongst all employees and Students and, as a result of this, promote individual responsibility for health and safety at all levels. In this connection, the Headteacher reminds all employees of their own duties under Section 7 of the Health and Safety at Work Act – to take care in their own work for their own health and Safety and that of other employees, Students and the public. They are also legally required to co-operate with the Headteacher so as to enable them to comply with their legal responsibilities;

- Provide a safe environment for all visitors to School premises, bearing in mind that these visitors may not necessarily be attuned to certain aspect of teaching and school environments;
- Control effectively the activities of all outside contractors when on School premises. It is the intention of the School that, apart from the routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' safety policies at the Tender Stage;
- Encourage full and effective two-way communication on health and safety matters by utilising the management structure of the School;
- Ensure that this policy is used as a practical working document and that its contents are publicised fully;
- Constantly review the details of this policy and keep it in line with changes in legislation and authoritative guidance relevant to school activities;
- Provide details of the "organisation" and "arrangements" made to carry out this policy which will be published by the Headteacher as an appendix to this policy document. Copies of this statement will be made known to all employees and supplementary statements will be issued in appropriate cases relating to the work of particular departments or groups of staff.

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 that all the staff will 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 & Safety, we are all required to exercise a duty of care in conformity with the Health & 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, children, 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 children, 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, road safety officer etc.

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

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

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

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children 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, children change into appropriate clothing. They are expected to wear trainers for outside activities, it is part of our school policy that children 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, care of property etc.

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. Children are asked to wear appropriate clothing for the activity planned. According to each child'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 children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children 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 Resource Room, the school's accident register, accident forms and a list of any allergies children 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 children. The site supervisor will maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site supervisor, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

Section 1

Risk Assessments

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

- School's premises and grounds.
- Children's known and likely activities (both permitted and illicit).
- Risks arising from the disabilities of any child at the school.
- Risks arising from Headteacher not being able to appreciate the hazards for themselves.
- Risk to children 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. Persons 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 are maintained for teaching in all lessons is Richard McEwan.

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

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 NCSC 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, trampolining and skiing.

It is extremely unlikely that any of the boys will participate in any of the above. However, if they did, the following points should be considered:

Experience and expertise of staff

Age and ability of Headteacher

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 Headteacher on areas such as 'Stranger Danger', bullying, both on site and in the community.

Specific risks that are posed by students behaviour are detailed in the Headteacher' behaviour management plan. 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 involved with the students compile the Behaviour Plan. The Behaviour Management plan is found in the Headteacher' main school file in office and a copy is to be found in the students personal file in the staff resources room.

Almost all children who attend Broadlands Hall School will need physical interventions, therefore all staff will be NAPPI trained.

Section 2

Training

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

Health and Safety and Hygiene training –Deputy Head

Briefing new Students on emergency fire procedures – Deputy Head

Briefing new staff in fire safety – Deputy Head

Inducting new staff in Health and Safety –Deputy Head

Identifying specific health and safety training needs of staff – Deputy Head

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 Headteacher.

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

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

Broadlands Hall have half termly fire evacuation Practices for the children 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 Head of IT.

Checking that all scientific and DT equipment is switched off at the end of the school day is the responsibility of each department head.

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 Head 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 minimize risk within the School.

During the School day:

A daily register of all present on the premises is to be kept in the Headteacher's office.

As soon as the fire alarm sounds all children 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 children 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 children have left the classroom before closing the doors and windows and making their own way to the Fire Assembly Point.

The Deputy Headteacher will retrieve the register from the office and proceed to the assembly point. As soon as it has been ascertained that there is a fire, 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 children should line up in an orderly fashion and their register taken by the designated member of staff. When the register has been taken Headteacher should be immediately informed should any child be missing. A senior member of staff at the Fire Assembly Point will initiate a search for any missing persons without endangering their own lives and ensure that the Headteacher is informed of the position.

Only when it has been confirmed, by either Headteacher or the Deputy Head, 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 children together away from the building to the Fire Assembly Point and ensure no child re-enters the buildings.

Staff members in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.

The Deputy Head will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Students Related Issues

If in the unlikely case a student may need to be removed physically from the premises in the event of a fire, this will be done using the school's 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 a Headteacher who has an additional sensory loss i.e. visual or hearing. Similarly moving and handling protocols may override other considerations when evacuation of a physically disabled Headteacher 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 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:

Check system is operational by-

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:

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 Head

Testing and Servicing Equipment: Initial Facilities

Alarm system:

Daily/Weekly checks: Deputy Head

Drills/Evacuation procedures: Deputy Head

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

Emergency Batteries:

Monthly/Weekly Checks: Bursar

Annual Maintenance Inspection: Arrow Electrical

- **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 regularly, 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.
- Children need to receive consistent messages and require non-smoking role models within the school.

Restrictions on smoking

In accordance with Smoke free (premises and enforcement) Regulations 2006 smoking is not allowed in any school buildings or in the school grounds.

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.

Section 9

Hazard and Defect Reporting

All defects and hazards relating to the school buildings and grounds should be reported immediately to the Bursar/Principle. 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

All comments by neighbours will be followed up.

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

Carers / Parents/ staff

Staff are regularly reminded of the following:

Speed at which they should be driving in the school grounds

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, a designated person will then 'walk' the vehicle to its destination.

Drivers are to abide by a 5mph 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.

- Children being transported will be accompanied by the correct children to adult ratio.

Rules of behaviour on 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 cause 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.

Section 11

Children Moving Equipment

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

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

Children 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. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children 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 children must be shown how to carry them correctly. They may carry single chairs on their own. If children 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 tape players, CD players, PE trolleys etc. These can be moved freely by the children.

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 Children 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, such as the science laboratory and design and technology areas, working with the heads of departments.
- 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 children from leaving the buildings without the help of a member of staff.

Visitors to the School may sign in at the Home. For visitors only coming to the School, a visitor's book is kept in reception. All visitors to the school are to report to the school office and complete the book and 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. Headteacher 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 nature of the children 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 children. Obviously this cannot always be the case, when it isn't they must always be aware of where the children are and keep ALL tools on their person or locked in a box. All children should be accompanied at all times by their teachers but in the unlikely event of a YP absconding from their teacher/carer and the contractor is approached (unaccompanied), and they feel at all threatened they should give the child what they want and call a member of staff.

- 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 the school. They must either contact the Headteacher or Bursar.
- All contractors must report to the School Office where they will sign in the Visitors Book. The Bursar/Headteacher will then be informed of their arrival
- Contractors will work under close supervision of the Bursar so as not to endanger the health and safety of children 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 children
- If contractors are working near the children'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 Principle, 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 as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children 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 school day children will be handed over to the care staff, who will be informed of any incidences 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.

Medicines (Homely and specific to a child's prescription) are kept in a medical safe in the school.

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 Headteacher must be made aware of all the proposed trips before plans are finalised.

The School hold medical forms for all children, 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 children as Headteacher 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 children at Broadlands Hall, although due regard is made to the **DfE publication Health and Safety of Children on Educational Visits** regarding staff: students 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 children 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 children will be participating in. For any trips that include an overnight stay special permission must be sought from each child's social worker.

Children 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 children

This very rarely happens but complacency is a hazard we must avoid at all costs. The welfare of children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children 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 students behaviour arising out of their specific needs. All children 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.

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

All 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 YP'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 and 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 Headteacher 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 Headteacher 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 children (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will children and adults be able to re-enter the premises

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 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 School Office or 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

See Appendix A for details.

Section 18

First Aid

The Designated Lead First Aider is the person in charge of ensuring first aid box is maintained and the majority of staff are First Aid trained.

A first aid kit is provided for all school outings and a further Kit is kept on each of the School vehicles

The schools policy describes the protocols for the supply, storage, administration, recording, staff responsibilities with respect to the administration of policies.

First Aid in school

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During the School day first aid is only administered by qualified first aiders.

Students away from School Site on School Visits

Please refer to the separate Health and Safety of Students on Educational Visits Policy

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to be returned to the Home.

Code of Practice for Hygiene and Infection Control

All adults working within Broadlands Hall will ensure that normal hygiene precautions are taken to prevent and control the spread of ANY illness whether it originates from an infestation (e.g. worms), a bacterial or a viral source. These infections include the usual childhood illnesses, as well as Hepatitis B, Meningitis and food poisoning such as Salmonella and Listeria, or AIDS and HIV.

The aim of this code is to eliminate opportunities for disease to develop or spread within the group and to ensure, as far as possible, a safe environment for children and adults with allergies. **All** children attending Broadlands Hall will be taught the importance of basic hygiene and good habits especially with regard to washing hands before eating food and after going to the toilet, being in the garden or handling animals.

The following precautions should be carried out at all times:

- Wash up thoroughly in HOT water and detergent, using gloves routinely. (If you can put bare hands in the water then it is not hot enough)
- Air-drying is available in all toilet areas

- Use different cleaning cloths for kitchen, toilet areas and tables. Wash and disinfect or renew these regularly
- Wash hands before and after handling food
- Wash hands after using the toilet
- Fruit should be washed before eating
- Cover cuts, whether on adults or children, with appropriate dressing
- Wipe up spills of blood, vomit or excrement and flush away down the toilet. Always use disposable gloves when cleaning up spills of body fluids. Floors and other affected surfaces should be disinfected using bleach diluted according to the manufacturer's instructions
- Children with pierced ears should not be allowed to try on or share each other's earrings
- A large box of tissues should always be available and children should be encouraged to blow and wipe their noses when necessary. Soiled tissues must be disposed of hygienically
- Children should be encouraged to shield their mouths when coughing
- An adequately stocked First Aid Box will be kept on the premises – including disposable gloves
- All accidents and incidents will be recorded
- The children's toilets will be regularly checked and cleaned during the School day as necessary
- The toilets, including floors, will be cleaned as necessary during the sessions and at the end of each day using a separate cloth/mop and appropriate cleaning agent.
- The kitchen surfaces will be wiped daily and given a thorough clean each week
- Toys and other resources will be cleaned regularly
- All rubbish bins will be emptied daily and disinfected each week
- Staff will regularly update themselves with regard to good hygiene practice
- Staff will be encouraged to attend appropriate training courses

Alcohol/Staff and visitors

The bringing of alcohol onto the premises, without the prior permission of the Headteacher is strictly forbidden. We would ask that if you have purchased alcohol on the way to the school, it is left in a car or given to someone for safe keeping prior to entering the premises. If this is not possible, please inform the office staff in the main house that you have alcohol and they will make arrangements for its safe keeping until you depart.

The consumption of alcohol outside of working hours is a personal and private matter. However, anyone who is working in the school – staff and Headteacher, should be aware of the length of time it takes for alcohol to be processed by the body and ensure they are in a fit state to care for children during working hours.

Drugs

Providing that medication is prescribed, or has been obtained over the counter from a pharmacy or similar establishment, in a sealed package or container and the medication is retained on your person, or in a bag whilst you are visiting the School purely to pick up or leave a child, then we would accept that the risks involved are very low and acceptable.

However, on all other occasions, where you are **staying** on the premises for any period of time, then you must inform the Health and Safety Officer or Headteacher, of the drugs you are carrying. You

can then jointly agree any precautionary measures that need to be taken to ensure the safety of the children. Should you be taking medication which you are aware could have an adverse effect on you, then you must inform the Health and Safety Officer or School Headteacher on arrival.

Staff who need to take medication during the session, e.g. for asthma, diabetes, etc. must inform the Headteacher who will ensure it is stored in safety, out of the reach of children.

It is **strictly** forbidden to bring any non-proprietary drugs onto the premises and would be deemed as gross misconduct.

Recording Accidents

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept in the School office. All details need to be filled in, including any treatment given.

First Aid Boxes

Locations: School office, Resources Room and School Vehicles

Contents

- Scissors
- Dressings (assorted sizes)
- Sterile water for irrigation
- Space blanket
- Guidance Leaflet
- Face wash
- Safety pins
- Plasters
- Alcohol free wipes
- Sterile gauze
- Disposable gloves

First Aid Supplies

Extra and additional more specialised equipment for first aid boxes is kept in the Home

Supplies are also kept of:

- Lint
 - Antihistamines
- Calpol

Person Responsible for Supplies

Marion Carr is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying Marion Carr if the supplies in any of the first aid boxes are running low.

Allergies/Long Term Illness

A record is kept in the School of any child's allergy to any form of medication (if notified by the parent) any long-term illness, for example asthma, and details on any child whose health might give cause for concern.

Courses

A record of qualified first aiders will be kept and a note of when each person's expires, a course will be booked in plenty of time for anyone to renew their qualification.

Accidents

Accidents fall into four categories:

1. Fatal
2. Major injury
3. To employees resulting in more than seven days consecutive absence
4. Other accidents

Accidents in the first three categories should be reported as soon as possible to:

The Health and Safety Executive

Incident Contact Centre

Caerphilly Business Park

Caerphilly

CF83 3GG

Tel: 0845 300 9923

Fax: 0845 300 9924

Web:<http://www.riddor.gov.uk>

Email:riddor@natbrit.com

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Deputy Head who will send for an ambulance if needed and contact parents, guardians and social workers.

Other accidents

These are the accidents, which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This is found in the school office.
- If a child has a bump on the head you must inform the care staff in the home. If applicable, contact RIDDOR

Copies will then be taken for:

For the school file

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to RIDDOR within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than seven days (excluding the day of the accident) there is no need to telephone.

Students Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to Students on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school Students occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.