



Health & Safety Policy

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Approved by the Proprietor	Keith Boulter
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Health and Safety Policy

Statement of intent by the Head Teacher & 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, staff, young people and visitors.

I accept these duties and it will continue to be the policy of the school to promote standards of health, safety and welfare that comply fully with the terms 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 are 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 the Proprietor. Persons who have been given specific responsibilities are detailed in the arrangements part of this Policy.

The Bursar – Angela Gregory is the School's Health and Safety Co-ordinator and is responsible for advising the school on any measures that may be needed 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 Head Teacher is responsible for monitoring health and safety within the school and for reporting any breaches to the Bursar who will then report to The Proprietor. The Bursar is 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, young people and others, including the public, in so far as they encounter foreseeable work hazards
- Provide and maintain a safe and healthy working, teaching and learning environment for all employees and young people with adequate facilities and arrangements for their welfare
- Provide all employees and young people 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 young people and, because of this, promote individual responsibility for Health and Safety at all levels. In this connection, the Head Teacher 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, young people and the public. They are also legally required to co-operate with the Head Teacher to enable them to comply with their legal responsibilities
- Provide a safe environment for all visitors to the school premises, bearing in mind that these visitors may not necessarily be attuned to certain aspects 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 requiring 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 Head Teacher 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 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. 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 necessary for all employees of the school to conduct themselves in accordance with the school's published Health and Safety Policy. They must bring to the attention of the Head Teacher any health and safety matter which they consider should be reported and appropriate action should be taken.

It is an established requirement that all staff must, always, exercise a duty of care in respect of young people in their care. Likewise, with Health & Safety, everyone is required to exercise a duty of care in accordance with the Health & Safety Regulations. It should, however, be recognised that the policy can only work effectively if the duty of care is exercised based on reasonableness and practicality rather than idealism.

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

ARRANGEMENTS FOR HEALTH AND SAFETY

Aim

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 everyone to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For young people, good safety habits are taught as part of the whole curriculum.

At Broadlands Hall School young people 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 young people learn best through practical experiences and active involvement in all areas of the curriculum. Young people are taught to have care and consideration for themselves and others:

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

For any physical activity, young people change into appropriate clothing. They are expected to wear trainers for outside activities, it is part of our school policy that young people 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, with staff visits made if possible. Details are given to the Home Managers. Young people 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 School 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 young people are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All young people 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 school office, the school's accident register, accident forms and a list of any allergies young people may have are kept in the school office. If the accident is more serious, the aim of the school is to get the young person qualified medical attention as quickly as possible. The Home Managers are 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 Head Teacher, under the direction of the Proprietor/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 using authorised contractors. Any equipment/hazardous substance is kept locked away from the young people. All equipment is to British Standards and is maintained regularly.

Risk Assessments

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

- School's premises and grounds
- Young people known and likely activities (both permitted and illicit)
- Risks arising from the disabilities of any student at the school
- Risk to young people 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 young people 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. Person's areas of responsibility are as follows:

- Fire – The Bursar
- Legionella – The Bursar
- Buildings - Proprietor
- Catering and cleaning functions – The Bursar
- Grounds Maintenance (including use of pesticides and COSHH) - Proprietor
- Maintenance functions (including working at heights, electricity, manual handling and building work, use of power tools, COSHH and flammable materials) – The Bursar
- 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 the Head Teacher.

Broadlands Hall School 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

Licensing is 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 young people
- 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 School also uses the services of the Local Community Police Officer to provide information and give talks to the young people on areas such as 'Stranger Danger', bullying, both on site and in the community.

Specific risks that are posed by young people's behaviour are detailed in their Behaviour Management Plan. This will detail the behaviour, when the behaviour normally occurs, what may trigger the behaviour and what is the agreed response. All parties involved with the young people compile the Behaviour Management Plan. Behaviour Management Plans are found in the young persons working file and in the school office.

At times and as a last resort there will be circumstances a physical intervention is required to keep young people safe therefore all staff will be NAPPI trained.

Training

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

- Health and Safety and Hygiene training – Head Teacher
- Briefing new Young people on Emergency Fire Procedures – Head Teacher
- Briefing new staff in Fire Safety – Head Teacher
- Inducting new staff in Health and Safety – Head Teacher
- Identifying specific Health and Safety training needs of staff – Head Teacher
- First Aid training – Head Teacher

External Advisors for Health and Safety

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

Engineers monitor and service the school's 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 to ensure compliance with the Construction (Design and Management) (CDM) regulations 1994 whenever major work is undertaken.

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
- Decide whether fire safety measures are adequate or need improving
- The assessment is to be completed by looking at the school. 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 all staff.

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

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

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

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

Fire Inspections

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. It is always everyone's responsibility to be vigilant and to report concerns at the earliest possible moment.

Fire Drill and Evacuation from Premises

The Head Teacher is responsible for fire evacuation drills and arrangements.

All evacuations are logged in the '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 present on the premises is kept in the school office (staff through addtime and visitors through the signing in sheet). All visitors sign in the register near the front door.
- As soon as the fire alarm sounds everyone must stop what they are doing and walk out of the building through the nearest exit.
- Unless informed otherwise, all young people and staff must evacuate the building.
- All young people should leave the building in an orderly fashion leaving all belongings behind and proceed to the fenced play area. The Fire Marshall – Samantha Brown will ensure that everyone has left the building before making her own way to the fire assembly point.
- The Fire Marshall will retrieve the register from the school office and proceed to the assembly point. As soon as it has been ascertained that there is a fire the Head Teacher will call the Fire Brigade or will delegate this responsibility to a member of staff. The Fire Marshall will deputise for the Head Teacher in times of absence.

At the Assembly Point:

- Upon arrival at the Fire Assembly Point, all young people should line up in an orderly fashion and their register taken by the Fire Marshall. When the register has been taken the Head Teacher should be immediately informed should any person be missing. The Fire Marshall will initiate a search for any missing persons without endangering their own lives and ensure that the Head Teacher is informed of the position.
- Only when it has been confirmed, by either the Head Teacher or Fire Marshall, 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 young people together away from the building to the Fire Assembly Point and ensure no young person 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 Fire Marshall will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Young people related issues

If in the unlikely case a young person may need to be removed from the premises in the event of a fire, this will be done using the school's intervention policy, protocols, and guidance.

In the event of a young person 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 a staff member put themselves at risk. If the young person continues to display challenging behaviour 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 young people 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 young person 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' Logbook, to be found in the school 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 Fire Marshall

Daily:

Check system is operational by-

- Visual check of control panel indicating normal functioning.
- Record any faults indicated in Logbook.
- Report any faults to the Bursar so immediate action to rectify the fault can be taken.
- Check logbook 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 logbook and immediate action taken to rectify any faults.
- Fire extinguishers.
- Fire Extinguishers consist of foam 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: Head Teacher & Fire Marshall
- Testing and Servicing Equipment: Initial Facilities
- Alarm system: Bursar
- Daily/Weekly checks: Fire Marshall
- Drills/Evacuation procedures: Head Teacher & Fire Marshall
- Quarterly/Annual maintenance inspection: Arrow Electrical

Emergency Batteries:

- Monthly/Weekly Checks: Fire Marshall
- Annual Maintenance Inspection: Arrow Electrical
- Fire Extinguishers: Fire Marshall

Water & drainage

The Bursar is responsible for:

Maintaining water quality. A sampling regime, using external contractors, is in place.

Ensuring that drains, gutters etc. are kept unblocked. Checking that all drain runs are clear.

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.

Electrical Safety

It is the responsibility of the Bursar to ensure that Broadlands Hall School 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.

Asbestos monitoring

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 with the Bursar. Any asbestos deemed a slight risk has been removed by a reputable asbestos removal company and a register of any asbestos still on site is kept with the Bursar 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.

Smoking

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. 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.

Hazard and Defect Reporting

All defects and hazards relating to the school buildings and grounds should be reported immediately to the Bursar. The defect/hazard should also be entered into a maintenance log, which is kept in the school office. The necessary work will then be actioned. The Bursar/Head Teacher is responsible for monitoring the progress on all items reported.

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 or when not on premises 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 school office, a designated person will then 'walk' the vehicle to its destination.

Drivers are to abide by a 5-mph 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 student to adult ratio.

Rules of behaviour on school vehicles

- Wear seat belts.
- Always remain seated 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.

Young People Moving Equipment

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

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

Young people 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. Young people need to be shown how to lift and carry safely. This will need to be regularly reinforced.

PE and Sports Equipment

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

Furniture

Chairs should be moved one at a time, and young people must be shown how to carry them correctly. They may carry single chairs on their own. If many chairs are required, then a chair stacker will be used by a member of staff.

Tables need to be lifted by one person at each end, a lone person must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc can be moved freely by the young people.

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

Items Young people Should Not Move

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

Security/Visitors

Teachers & LSAs

It is the responsibility of the Teachers/LSAs to ensure that their classroom is secure, windows closed, and equipment switched off before leaving the premises.

Head Teacher

It is the responsibility of the Head Teacher to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- To prevent unsupervised access by young people 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
- The security of the premises during the School day
- lock the premises, each night

General

Visitors to the school may sign in at the Home. For visitors only coming to the school, a visitor's book is kept at the entrance. 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. Young people 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 School, 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. This cannot always be the case, when it is not, they must always be aware of where the children are and keep all tools on their person or locked in a box. Contractors will be briefed about the area they are working on and if it might affect a young person then the young person will be either moved to another location in the school, or the contractor will be asked to come another time when school is not in session. All young people will always be accompanied by their staff, and contractors will also always have a school staff with them.

At Broadlands Hall School, 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 Head Teacher or Bursar.

All contractors must report to the school office where they will sign in the visitors' book. The Bursar/Head Teacher 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 young people 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 young people

If contractors are working near the young people'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 Head Teacher/Bursar and any concerns reported to the Proprietor, and the contractor concerned.

Guidance for contractors on Site

Regarding Health and Safety, we ask you to refrain from:

- No Smoking in the building or in the grounds as we are a no-smoking school
- Moving vehicles when the young people are at play
- Working on or near the playgrounds when the young people are at play
- Leaving equipment around

- Playing music during school hours

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

End of the School day

At the end of the school day young people will be handed over to the care staff or taxi company, 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 Head Teacher 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 school's 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, e.g. 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 the normal 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.

Off site visits

The Head Teacher must be made aware of all proposed trips before plans are finalised.

The school's first aiders may administer emergency medical treatment in the case of a young persons 'normal' / prescribed daily medication this will be given to the staff 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. School staff will not administer any other medication to a student, except for paracetamol with the permission of the Head Teacher or a person authorised by the Head Teacher to give such permission in their absence. Any paracetamol administered will be recorded in the medicines book kept in the medicines safe in the school office.

Once the trips have been agreed the member of staff or the Head Teacher 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, alongside the school's own risk assessment, 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 consider the needs of the young people.

The risk assessment must then be submitted to the Head Teacher. All members of staff and accompanying adults, that attend a school trip, are required to read and understand relevant risk assessment, which will be held in the school office.

Due to the nature of the young people at Broadlands Hall School, although due regard is made to the DfE publication Health and Safety of Children on Educational Visits regarding staff the young people ratios for each young person at Broadlands Hall School is recorded in their care plan.

No young people 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 young people will be participating in. For any trips

that include an overnight stay special permission must be sought from each young person's social worker.

Young people from Broadlands Hall School 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 School has comprehensive travel insurance, with Zurich Insurance, which covers all trips.

Lone working

In most cases, young people are either in school or, when out of school, in small groups or pairs with multiple members of staff. In this case, lone working includes working alone with a single student.

Lone working may include:

- Late working
- Home based for life skills
- Work experience visits
- Accompanying to college placements.
- Accompanying shopping

Potentially dangerous activities, such as those where there is a risk of falling from height, must not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, the Head Teacher and/or ADSL will be informed about where the member of staff is and when they are likely to return to school.

If lone working, the staff member must carry a mobile phone and a list of contact numbers. The school must be informed of the staff member's mobile phone number.

The lone worker will ensure that they are medically fit to work alone and disclose any potential health concerns.

Missing young people

The welfare of young people in our care is paramount. Young people may go missing and every member of staff has equal responsibility in ensuring the safety of the young people and knowing where they are.

For the full policy please refer to the Young Person Going Missing Policy

Violence towards staff

The most common form of violence towards staff is that caused by student's challenging behaviour arising due to their individual needs. Staff will be aware of those young people who are likely to exhibit physically challenging behaviours and any concerns will be discussed with the staff member involved, the Head Teacher, 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 actioned and a risk assessment carried out for each young person along with a Physical Intervention Plan.

When a new member of staff starts, they will be trained in NAPPI (Non-Aggressive Psychological Physical Intervention) as soon as possible.

They will know:

How to respond to challenging behaviour, 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.

Challenging behaviour is reported in writing, in either of the appropriate incident books. Incidents are monitored by the Head Teacher and who will then decide on any preventative measures.

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

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

Dealing with Health and Safety Emergencies

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 approximately 2 hours.

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 young people being returned home.

In the event of gas or chemical leak staff should:

- Inform the Head Teacher / Bursar.
- Determine the source of the leak.
- Move young people away from source of leak.

The Head Teacher 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 and the 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 two hours 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 Head Teacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and young people (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 young people and adults must remain outside
- Only when all clear has been given will young people 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 Head Teacher. The police should be contacted immediately. If an intruder is present and cannot be safely apprehended staff should make every effort to keep the young people safe. Young people 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 young people living areas in the residential area.

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

First aiders are 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 first aiders if the supplies in any of the first aid boxes are running low.

First Aid

The designated lead first aider is the person in charge of ensuring first aid box is maintained and the assigned 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 school's 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.

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 student'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 School will ensure that normal hygiene precautions are taken to prevent and control the spread of any illness.

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 young people and adults with allergies. All young people attending Broadlands Hall School will be taught the importance of basic hygiene and good habits.

The following precautions should always be carried out:

- Wash up thoroughly in hot water and detergent, using gloves routinely
- Air-drying is available in most 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 young people, with appropriate dressing
- Wipe up spills of blood, vomit or excrement and dispose of appropriately. 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
- Young people 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 young people should be encouraged to blow and wipe their noses when necessary. Soiled tissues must be disposed of hygienically
- Young people 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 young people'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 regarding good hygiene practice
- Staff will be encouraged to attend appropriate training courses

Recording Accidents

All accidents must be as an official Accident Report Form, 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, SAN 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

Drugs

All prescribed medication for students and Homely remedies is kept in the school's dedicated medical safe and administered by personnel who have completed medicines handling training. Records are kept of all medicines administered.

Staff must inform the Head Teacher, of any prescribed drugs carried. A joint agreement regarding any precautionary measures that need to be taken to ensure the safety of the students will be made. This to include keeping staffs prescribed drugs in the secure medical cabinet for use in school. The Head Teacher must be informed about any medication staff or visitors are taking that could have an adverse effect on physical ability of performance. Staff who need to take medication

during the session, e.g. for asthma, diabetes, etc. must inform the Head Teacher who will ensure it is stored in safety, out of the reach of students, preferably in the secure medical cabinet in school.

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

Allergies/Long Term Illness

A record is kept in the school if we have been made aware any young person who has an allergy to any form of medication, any long-term illness, for example asthma, and details on any young person whose health might give cause for concern.

Courses

A record of qualified first aiders will be kept and a note of when each expire, 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 Head Teacher or Bursar 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 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.

Young people accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to young people 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 young people 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.

Alcohol/Staff and visitors

The bringing of alcohol onto the premises, without the prior permission of the Head Teacher 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 plan 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 Head Teacher, 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.