Humberston Park Schoo

…engaging children in creative and enjoyable learning that is of functional value to them now and in the future.

Inclusiveness, Independence & Enjoyment

Health and Safety

Approved by:	**Trust Board**	**Date: March 2022**
Last reviewed:	**March 2022**	
Next review due by:	**March 2024**	

Health and Safety Policy

1 Statement of Intent

1.1 Humberston Park Special School recognises and accepts that every one of its employees, students and visitors to the School is entitled to a safe and healthy environment.

1.2 The aims of the Trustees and management of Humberston Park Special School is that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The "References" section at the end of this policy sets out these sources.

1.3 The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate Humberston Park Special School community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

2 Responsibilities

2.1 Department for Education (DFE) guidance notice on the statutory responsibilities of the Humberston Park Special School is attached at Annex 1 to this policy.

Responsibilities of the Trustees:

2.2 In discharging its responsibilities, the Board will:

i make itself familiar with the requirements of the appropriate legislation and codes of practice;

ii create and monitor a management structure for Health and Safety;

iii ensure that there is an effective and enforceable policy for the provision of health and safety throughout Humberston Park Special School and, that it is implemented;

iv periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and

v identifies and evaluates risks relating to possible accidents and incidents connected with the School - sponsored activities, including work experience.

Vi ensure there is an effective communication and reporting procedure in place to allow staff to be able raise and discuss any health and safety concerns and have these discussed at governor level.

2.3 In particular, the Board undertakes to provide as far as is reasonably practicable:

i a safe place for all users of the site to work, including safe means of entry and exit;

ii plant, equipment and systems of work that are safe;

iii safe arrangements for the handling, storage and transportation of articles and substances;

iv safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;

v supervision, training and instruction so that all staff and students can perform their School related activities in a healthy and safe manner; and

vi provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibilities of the Headteacher

2.4 The Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Headteacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented and that adequate resources are made available for the training and updating of staff employed or working at the school.

Responsibilities of the Health & Safety Manager

2.5 The Headteacher will designate the Business Manager to be the School Health and Safety (H&S) Manager. The Business Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive and ensure that staff are given adequate opportunity to undertake any specific or relevant training identified by risk assessment or formal request.

Responsibilities of Supervisory Staff

2.6 All staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.

2.7 In addition to the general duties that all members of staff have, they will be directly responsible to the Business Manager for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.

2.8 Responsibility for aspects of Health and Safety are written into the Job Descriptions of the School's managers.

2.9 Staff will take a direct interest in the School's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

2.10 Staff will undertake any necessary training to enable them to be deemed competent in their role and ensure staff working under their supervision are given opportunity to undertake any training reasonably requested or identified by risk assessment.

Responsibilities of the premises team

2.11 The premises team will facilitate all daily Health and Safety tasks to provide a safe working environment for staff, pupils and visitors. These tasks must be completed prior to and pupils, staff and visitors arriving at the building. These checks will include water, gas, electric and grounds checks (this list is not exhaustive). If an issue can't be resolved immediately, information must be given to the Business Manager so that any risk can be assessed.

Responsibilities of all members of staff

2.12 All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk. In particular, members of staff will:

i be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;

ii ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;

iii see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;

iv use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;

v ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;

vi report any defects in the premises, plant, equipment and facilities that they observe to the Admin Office. Defects will be entered into the repairs book and forwarded to the Premises Team or Business Manager (dependent upon severity)

vii take an active interest in promoting Health and Safety and suggest ways of reducing risks.

Viii undertake any training or retraining proposed by management teams to ensure they remain appropriately competent to carry out their duties; staff also have a duty to identify any training they consider would benefit the school in maintaining a safe environment

Health and Safety Committee

2.13 Health and Safety will be a standing item on the Governors General Meeting agenda.

3 Safety Education

One of the aims of PSHE at Humberston Park is to enable children to apply personal and social skills to a range of contexts in their lives. This is mainly work in 'keeping yourself safe and aware'.

4 Health & Safety Arrangements

Fire Safety

4.1 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

4.2 The School's evacuation procedure will be prominently displayed in the Admin Office/Staff Room. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested regularly. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

4.3 All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

Reporting Accidents

4.4 All accidents to staff, students and visitors must be reported, in writing, using the HSE B1 510 Accident Book. The completed form should be given to the Office Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Office Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

4.5 **Near Misses**

All near miss incidents to staff, students and visitors must be reported to the school office, statistics prove that reporting near misses can prevent or reduce the likelihood of an accident, A near miss can be described as an accident waiting to happing such as a trip hazard or incident which could lead to harm – these matters should be raised to help prevent or reduce accidents

Coping with the sudden death of a student

4.6 A copy of the DFE guidance notes on coping with the sudden death of a student is given in Annex 2 to this policy.

First Aid

4.7 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

4.8 A DfE good practice guide, Guidance on First Aid for Schools has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Board seeks to adopt this guidance on good practice.

4.9 The Office Manager should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the School. These supplies should be checked on a regular basis by a qualified first-aider.

Equipment

4.10 Protective clothing/gloves/masks/helmets must be provided and used by site supervisory staff when required. Staff and students must be provided with and use protective equipment if appropriate. Visitors must be provided with protective clothing as appropriate.

4.11 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

I lifting equipment and hoists
Ii visual checks of electrical appliances
Iii workshop equipment, and any specialist mobility aids within the school
Iv fixed gymnasium equipment
v Kitchen equipment – gas safety checks
vi Fixed heating plant
vii water storage and heating appliance

4.12 When new equipment is purchased, it is the responsibility of Catering, Premises, Admin, Class Team Leaders and MOVE Team, to ensure that it meets appropriate educational/non teaching standards and that its installation and use conforms to Health and Safety requirements.

4.13 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the School office.

5 Housekeeping

The Premises Team will work within the cleaning and hygiene standards set out. The Caretakers will monitor cleaning and hygiene standards on a day to day basis, monitor the efficiency of any waste collection services and recycling facilities reporting to the Business Manager any issues to be addressed.

6 Visits

6.1 Educational trips and visits must be organised in accordance with the School's Education Visits Policy set out by N E Lincs Council.

7 Minibuses

7.1 Users of minibuses must be aware of and observe the following requirements:

I the driver must have a current licence and not been involved in any accident for the past five years, be aged 21 years or over and hold a full licence in Group 'A' or PSV for at least 2 years; meet the Group 2 Medical Standards if over 70

Ii drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;

Iii where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;

VI only one person per seat is to be carried;

Vii seat belts are to be worn by all passengers and the driver at all times;

Viii the driver at the time when an offence was committed is responsible for the payment of fines incurred; and

Ix a log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the School reception.

X the driving of the minibus is not for 'hire or reward'

8 Visitors to the School Site

8.1 All visitors to the School will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School.

8.2 No contractor may undertake work on the School site without permission from the Business Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

8.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the School. Contractors must sign in on the Contractors signing Book located in Reception.

8.4 Hirers of the School premises/facilities must use plant, equipment and substances correctly and use the appropriate safety equipment. Any Outside Users of the Hydrotherapy Pool will have an induction when using specialist equipment. They

will be made aware of their obligations in relation to Health and Safety when making the booking. The Hydrotherapy Pool holds its own Public Liability Insurance.

8.5 Whilst on site, all visitors and contractors must wear a Humberston Park Special School visitor's badge. Temporary staff on supply duties will be required to indicate their presence in the School by reporting to reception.

8.6 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the School's reception or off the site, as appropriate.

8.7 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker then using the internal telephone system.

9 Security

9.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

9.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

10 Critical Incidents

10.1 As part of its commitment for the well being of staff, students and visitors, the School has set out a procedure which is to be adopted in the event of a critical incident occurring either on the School premises or on an activity away from the School site.

11 Healthy Eating

11.1 It is the policy of the School to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the School works with the catering team in providing menu options that support these aims.

12 Monitoring, Evaluation and Review

The Board of Trustees will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.

References

- HSE Website www.hse.gov.uk
- HSE Five Steps to Risk Assessment - http://www.hse.gov.uk/pubns/indg163.pdf
- HSE A Guide to Risk Assessment Requirements - http://www.hse.gov.uk/pubns/indg218.pdf
- HSE Reporting school accidents http://www.hse.gov.uk/pubns/edis1.htm
- Health and Safety Commission (HSC) Managing health and safety in schools £5.95
- HSC Health and safety guidance for school Governors and members of school boards £5.95
- A Guide to the Law for School Governors (DfES 2001)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website http://www.dfes.gov.uk/governor/info.cfm
- DfES School Security website www.dfes.gov.uk/schoolsecurity
- DfES Health and Safety of Pupils on Educational Visits: A Good Practice Guide http://www.dfes.gov.uk/h_s_ev/index.shtml
- DfES/DH Supporting Pupils with Medical Needs: A Good Practice Guide -http://www.dfes.gov.uk/medical
- DfES Guidance on First Aid for Schools http://www.dfes.gov.uk/firstaid
- DfES/Home Office School Security: Dealing with Troublemakers -http://www.dfes.gov.uk/schoolsecurity/dwthome.shtml
- DfES Safety Education: Guidance for Schools, December 2001 (Ref: DfES/0161/20002)
- DfES video "Can you see what they see?"
- DfES Code of Practice on LEA-School Relations - http://www.dfes.gov.uk/lea/
- Guidance on Standards for School Premises (ref DfEE 0029/2000).
- DfES/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)
- HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165
- DfES guides are free from DfES publications Tel 0845 6022260
- HSE's infoline is 08701 545500

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974.
The Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Education legislation:

Education (School Premises) Regulations 1999 (SI 1999 No.2)
School Standards and Framework Act 1998
School Inspections Act 1996.
Education Act 1996

Annex 1
DFE Guidance

Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer

Humberston Park Special School is now an Academy as defined under the Academies Act 2010 and as such now fulfils the role of employer – a role formerly taken by the local authority

Employees
Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

Enforcement
The HSE enforces health and safety law relating to the activities of the Local Authority and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of All Schools and Academies

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures
- necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including School-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- Humberston Park Special School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts

Annex 2
DFE Guidance

Coping with the sudden death of a pupil

Unfortunately, some head teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at Humberston Park Special School or elsewhere.

In such circumstances, head teachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help head teachers cope with the immediacy of a pupil's sudden death at school.

Working with the Police
Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling Pupils
Where a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

Telling Teachers
This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

Telling Parents
The police will tell the parents of the child.

Getting a letter to other parents, which expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

Dealing with the Media
It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Director of Education.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible.

The best way to stop media speculation is to give them facts.

Helping the School Recover
This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

Educational Visits
The Department has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Pupils on Educational Visits and three-part supplement published in July 2002. See http://www.teachernet.gov.uk/visits.

Emergency Planning
The Department is also preparing work on emergency planning for schools that will become available at a later date.

Assistance from the DFE
The Department will help in any way it can. Please telephone the Pupil Health and Safety Team