



CHURCHILL
SCHOOL

Health and Safety Policy

Purpose

The purpose of the policy is to ensure that Churchill Free Special School carries out its statutory duties to safeguard the health, safety and welfare of staff, pupils and visitors under the Health and Safety at Work Act 1974 and all other relevant legislation.

Policy

It is the policy of Churchill Special Free School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and encourage a safety culture within the school.

This policy will seek to provide and encourage:

- A safe place to work, safe access to it and safe egress from it.
- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm.
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work.
- A healthy working environment.
- Adequate welfare facilities.

A no smoking policy will operate within the school and its grounds.

Responsibilities

The ultimate responsibility for Health and Safety issues rests with the Local Governing Body and the Headteacher. In the discharge of their duties the Governors will ensure:

- That all teaching staff employed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control. The prompt and efficient maintenance of all equipment and non- structural repairs within the school.
- That any contractors, who are carrying out work in the school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all equipment and materials either purchased or acquired by them are suitable and safe for their intended use.
- That teaching and non-teaching staff are issued with a copy of this Health and Safety Policy.

ORGANISATION

Task	Name of person responsible	Job title of person responsible
Health Safety and Welfare System & Policy review	Mrs. G. Ellis	Headteacher
Health and safety governor	Mrs Lisa Taylor	Governor
Communication and information management	Mrs. G. Ellis	Headteacher
Critical Incident Management	Mrs. G. Ellis	Headteacher
H&S Training	Mrs. G. Ellis	Headteacher
Programmed updating training	Mrs. G. Ellis	Headteacher
Personal safety procedures (also Schoolsafe)	Mrs. G. Ellis	Headteacher
Planned checks Procedures/Premises/Equipment	Mrs. G. Ellis All Staff	Headteacher
Risk assessments for managed moves, EOTAS and excluded pupils	Mrs. G. Ellis or class teachers	Headteacher
Infection Control	Mrs. G. Ellis	Headteacher
Incident reporting/investigation	Mrs. G. Ellis	Headteacher
Coordination of risk assessment work	Mrs. G. Ellis	Headteacher
Fire procedures including personal emergency evacuation plans	Mrs. G. Ellis	Headteacher
Locally organised premises maintenance, repair and improvement	Miss Claire Morton	Administrative Officer
First Aid (training and equipment)	Mrs. G. Ellis	Headteacher
Vehicle control and pedestrian safety	Mrs. G. Ellis	Headteacher
Educational visits coordinator (EVC)	Mrs. G. Ellis	Headteacher
Stress and Wellbeing	Mrs. G. Ellis	Headteacher
Designated Safeguarding Lead	Mrs. G. Ellis	Headteacher
Supporting pupils with medical needs	Mrs. G. Ellis	Headteacher
Premises Security	Mrs. G. Ellis/	Headteacher/Caretaker
Contractors on site	Mrs. G. Ellis	Headteacher
Outside lettings	Mrs. G. Ellis	Headteacher
Other (specify)		

Overall training responsibility may be allocated to a number of people e.g. the inducting of new Staff on Health and Safety procedures. A training grid is maintained which helps the identification and analysis of Health, Safety and Welfare requirements and this ensures that needs are identified and met within a reasonable period of time.

The head teacher has responsibility for day-to-day management of health and safety issues and is known as the Health and Safety Coordinator.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the school's organisation and follows the overall management structure of the school. For example, the Deputy Headteacher has an implied higher level of responsibility than a basic grade teacher.

Health, Safety and Welfare Policy Review

- The school's Health, Safety and Welfare policy is reviewed and updated no less than annually. At each review the Governors formally adopt the new policy and renew the relevant signatures
- The review process incorporates views from all staff
- Any necessary targets are reflected in the school's development plan and any other prime strategic documents.
- The school's policy document is displayed openly and discussed with the staff annually, so that all are aware and may comment on the intentions and plans.

Communication and Information Management:

- The headteacher checks regularly for updates to health and safety.
- The school's systems e.g. staff meetings, use of the whiteboard and the Health and Safety notice board ensure relevant health and safety information is passed on to the relevant people within the school. Curriculum subject specific information is for reference. Subject co-ordinators acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's health and safety committee or health and safety co-ordinator informed about new information and guidance received.
- There is a specific notice board for general health and safety information that any member of staff may refer to at any time in the Medical room.
Items include:
 - The school's health and safety policy which includes the Incident Reporting Procedures
 - A copy of the "Health and Safety Law" poster
 - Poster displays or other awareness raising, etc. campaigns
- Strategies are in place for notification of parents and staff in accordance to the county procedures for severe weather conditions.

Critical Incident Management and temporary staffing absences

The school has reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

Health and Safety Induction Training

All staff must receive an appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will need a comprehensive induction.

Induction includes the following

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises

- Current health and safety priorities for the school – safety policy targets
- Communication and relationships with other departments, schools and the Local Authority.
- General health and safety advice, including the schools own guidance
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance
- For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Smoking restrictions around the school site.
- Fire evacuation and emergency procedures
- Critical Incident procedures
- The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)
- Introduction to recognised unions and the local representatives
- Infection Control arrangements
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health & safety)
- Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Work permit systems (for example, arrangements for visits and trips)
- Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds.
- Fire extinguishers and blankets – location and use
- Access to well-being advice, counselling and other staff support schemes
- Security
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials
- General housekeeping and maintenance of access and egress
- What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans

Routine Updating Training

There are training plans in place for staff that are refreshed as required. Records of training attended are maintained.

Personal Safety procedures, Schoolsafe and control of violence

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, have been trained to the Schoolsafe standard.
- The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse)
- Visitors and people entering the building are monitored. They sign in at reception and are issued with a badge or label.

- Visitors are clearly directed to use the main entrance to the school. There are clear and visible signs from the outside of the building and from the car park.
- The school has considered particular arrangements that may be needed to ensure the safety of lone workers and outreach staff. Such staff may include the caretaker, cleaning and catering staff, and staff who come into school during holiday periods. Specific risk assessments are needed for these potentially higher risk activities.
- Staff are able to access “Dealing with abuse, threats and violence towards school staff” guidance.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

Procedures
Equipment
Premises

Procedures

- Health and Safety issues are monitored termly.
- There are procedures in place to ensure that named individuals undertake required, specific checks prior to certain activities e.g. the P.E. co-ordinator prior to sports day and class teachers before any trips/visits.
- Outdoor play equipment is subject to a visual check before use each day. The play areas are checked before first use on any day.

Equipment

- All equipment (not otherwise covered under other headings) is subjected to a formal, appropriate, programmed and recorded maintenance check. For example:
 - All indoor and outdoor sports and play equipment
 - The school’s water system(s)- hygiene, temperature and legionnaires disease checks
 - Catering equipment
 - Ladders/stepladders
 - Reprographics machines
- There are arrangements for routine inspection and maintenance of electrical equipment.
- Staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. This includes the condition of plugs, sockets and mains leads.

Premises

- The whole school site is inspected once a term by a person or team that reports to the school’s management team, health and safety committee and the governing body. Inspections involving Property Advisers (condition survey reviews and other ‘walk-round’ visits) also form part of the school’s arrangements for checking the school.
- There are visual checks on certain items carried out daily. For instance, fire exits and routes, fire and/or security alarm systems. Such checks are essential to ensure that safety critical facilities operate as planned every day.

Infection Control Arrangements in school

- The school has advice available for staff on infection control, intimate care arrangements and managing medicines and students with medical needs.

Incident Reporting/Investigation

- An Incident Report form and associated guidance booklet is in use in Churchill school.

- The Headteacher ensures that the necessary details are recorded on every Incident Report Form. These details include the school's ID (4 figure DFE code) number, the nature of incident and other descriptive codes.
- All staff have been briefed on when and how to use the form and relevant staff seen the 'What is a Significant Incident' guidance and recently circulated updated advice. (Appendix1)
- The headteacher signs and checks every Incident Report form.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence. The school reviews relevant risk assessments after any incident or near misses.
- The school's health and safety committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents.

Coordination of Risk Assessment Work

Risk assessments may be required under many circumstances, but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

Examples could be:

- the school may have limited space for pedestrian and vehicle access, creating a serious incident risk.
- the school grounds are used outside normal school hours by local youths – they may leave litter, bottles, or more dangerous articles such as needles and other paraphernalia

The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions:

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including caretaker security checks and locking up
- In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.
- Educational visits and trips
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height
- Hinge protectors for doors
- Clinical waste
- Swimming pool supervision
- Pedestrian safety where vehicles may be moving

Fire Procedures

- A fire risk assessment has been completed and will be reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually.
- There are notices detailing the evacuation procedure and assembly points placed around the school, with one in every classroom and work area.

- Arrangements have been made for people who may need assistance (for example, wheel chair users) to evacuate the building(s) in an emergency. Personal evacuation plans have been produced
- An evacuation practice is carried out at least twice per term when the fire alarm is checked from different points around the school.
- There is a check to ensure all fire extinguishers have been examined during annual maintenance checks.
- All staff have been trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.
- All staff are adequately trained in fire extinguisher use to enable them to escape in an emergency.
- The caretaker conducts a weekly alarm test which also includes the emergency lighting. Fire doors and fire exits are also regularly checked.
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a suitable log book.
- Routine checks are undertaken of all fire exits and doors at least twice a term. Records are kept in a fire precautions log book
- Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit

First Aid – Training and equipment

- First aid equipment is appropriately located. Equipment is located close to sites likely to need it most frequently. Lone workers have access to first aid facilities.
- There are satisfactory procedures for the disposal of clinical waste, including incontinence and sanitary waste.
- There are records kept by the administrative staff of who is trained, and when their certificates expire. The whole school staff adequately briefed about the school's first aid provisions.
- Playground accidents are dealt with by an adult on duty who will take the child to the First Aid room for treatment. The adult assesses severity. All first aid treatments are recorded in the accident book. The Headteacher should inspect more severe injuries. If in doubt the child's parents are contacted and the child is taken home or to the doctor. Procedures for contacting parents and updating home/ contact information are in place. The Local Authority Incident Form is filled in if the person requires second aid. All adults dealing with body fluid discharges, vomit and other spills wear gloves. Soiled dressings are placed in the sanitary bins. Parents are notified of all head injuries.
- First aid arrangements for visits and trips been thought through. A First Aid box will be taken on the visit. A list of medical problems that the children have are taken on the visit and medicines, Epi-pen, inhalers etc. will be taken if necessary. The teacher will already have visited the site and made a note of any potential risks and how to deal with them. A risk assessment form will be completed prior to the visit and a copy of this given to the head. A record of contact numbers, children, helpers and teachers will be completed before setting off and handed to the office

Contractors on Site

- Visitors always report to reception, sign in and wear an identity badge.

- When contractors are on site the Headteacher or Administrative Officer are responsible for ensuring contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc.
- The headteacher is responsible for making sure that when contractors are on site their work area is adequately fenced, materials are stored reasonably safely, etc. The headteacher is aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, i.e. following common sense safety precautions and avoiding reckless behaviour.

Vehicle Control and Pedestrian Safety

- Only staff cars and "official" school visitors (including deliveries) are permitted to enter and/or park on site.

Education Visits Coordinator (EVC)

- The Educational Visits Co-ordinator has completed relevant training and follows the current advice. A policy has been adopted.

Stress and Well Being

- The school has taken positive action to manage stress and well-being issues e.g. by regularly consulting staff, providing sources of information and advice and regularly arranging social events.
- Where relevant, stress and workload management issues are discussed and recorded.

Safeguarding Procedures

- There is a specific school policy.

Supporting Pupils with Medical Needs

- Children with particular health problems are identified and teachers informed. This information is recorded on the office pupil record files and SIMS.net. Teachers should familiarise themselves with the information in the individual files. The children, for easy access, keep inhalers with them and we have a register of health problems. An up to date record of health problems is passed on to any external coach/instructor as required.
- The school has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school.
- When children are ill, it is the parents' responsibility to ensure that they receive proper care, and the school may advise parents that when their children are unwell they should not be sent to school.

In cases of chronic illness, parents may ask for the medicine to be administered at school. The decision rests with the Headteacher. Parents must complete and return a form giving details of illness and medication with a disclaimer.

When required, where the medical condition is serious or potentially life threatening, individual care plans may be drawn up in consultation with parents and passed on to members of staff. A photograph of the named child is stored in a folder in the medical room with a copy of the protocol so that casual staff may be alerted. This will form a Care Plan. Training if necessary, is given to all staff (e.g. insulin dependent pupils, anaphylaxis and the use of Epi-pen.)

Premises Security and visitor safety

- Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

Site Manager

The Site Manager has a responsibility to ensure the school environment is maintained in a safe condition and to exercise care and attention regarding their own safety and personnel under their control. In the discharge of this responsibility the Site Manager will

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the headteacher
- Encourage staff under his/her control (e.g. cleaners) to employ safe working practices.
- Instruct new employees in appropriate safety measures and procedures as required.
- Ensure that all defects in equipment or protective clothing etc. are corrected and reported as appropriate. Report all accidents to themselves or staff under his/her control to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

Review

This policy will be reviewed in line with the school's policy review programme.

Summer Term 2014

Author	Date	Frequency of Review
Georgina Ellis	Summer Term 2017	Annually
Adopted by the Governing Body	Reviewed	Reviewed
Date:	Date:	Date:
Signed	Signed	Signed

Children's services, including schools, produce several thousand Incident Report Forms (IRF) every year and it is important that the information recorded is used to help prevent similar incidents in other schools and places where the county council provides a service. The principal purpose of the form is to assist the local manager in identifying the circumstances which led to an untoward event and to inform as to how a recurrence could be prevented.

The IRF is also for keeping a record of those significant incidents that have potential for helping achieve an improvement in the way the school or the county council manages the health and safety of staff, pupils or others affected by the way we do our work. This short guide may help to explain further as to when an IRF is necessary.

The law requires that certain types of incident - mainly those that result in more serious injuries - are reported to the Health and Safety Executive. The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** prescribe these more serious incidents and the events themselves are locally known as "**RIDDORS**".

Where the headteacher considers that a **RIDDOR** may have occurred they must send a fax copy of the IRF

Under recent changes we must notify RIDDORS which relate to incidents which result in more than 7 days lost working time within 15 days of the incident. Records should still be kept of those incidents which involve more than 3 days off work, but these are no longer included as **RIDDORS**.

The types of incident which must be notified to HSE are contained in the HSE's guide, available here: <http://www.hse.gov.uk/riddor/what-must-i-report.htm>

What is a Incident? When Do I use the Incident Report Form?

The Incident Report Form (IRF) is intended for reporting any **significant** incident where a person **could have** or **did** sustain an injury. It is therefore for reporting *near misses* or *hazards* and *fires*, as well as those events which cause *injuries*. The form is available here:

https://www.schoolsurf.suffolkcc.gov.uk/docs/unrestricted/Health_and_Safety/Forms/Incident%20Report%20Form.pdf

What does '**significant**' mean in this context ?

- Significant incidents are those that **arise out of or in connection with work** - supervision of children is the work activity when most incidents involving children in school occur. So incidents involving children, as well as staff, may be significant. The deciding factor on whether a IRF is required is whether a risk assessment needs to be amended or created for the first time to help ensure the incident does not occur again.
- If any reasonable person would conclude that the supervision of the child was:
 1. adequate (compare with the advice from Government, local authority, afPE, CLEAPSS, etc)

2. the activity was organised in accordance with published advice and guidance **and**
3. there was no defect or aspect of the premises that caused the incident

then the incident did not **arise out of or in connection with work**, and it is not necessary to record it on an IRF. A local record including a note of what first aid may have been administered should be made. People often refer to such incidents as ‘**pure accidents**’ which means, in practice, nothing could have been done to prevent the incident.

In Particular please note:

An IRF is for **informing the relevant manager(s)** within the establishment itself.

For more serious incidents there may also be a need to quickly refer an issue to someone with more authority for a more strategic consideration of the circumstances (including [RIDDOR](#) incidents, see below). In these cases, it is more appropriate to use the Incident Report Form for recording the details.

- For minor incidents that the local manager(s) only need to know about, a record, kept locally, is adequate. **However, note that this record should be formal and auditable and retained for the same period of time that school records are normally kept for that category of person (pupils - until they are 24 -- staff - for 6 years)**
- The statutory requirement to notify the Health and Safety Executive applies for certain specified major injuries and events that cause employee absence from work for more than 7 continuous days immediately after the incident. See <http://www.hse.gov.uk/riddor/what-must-i-report.htm> for the list of injuries that may be RIDDOR incidents.

Incident Follow-up

For all incidents - whether or not the IRF is the form used, it is important for a review of the circumstances to take place - the incident investigation. Where, for example, a school's behaviour management plan may be modified by this analysis, the conclusions will generally be relevant locally. However, there may be circumstances where information should be shared with another person (for example, a parent, another school or a home-to-school driver or passenger assistant) and in these cases an IRF is the sensible way to record the incident and it can be used to share the information with relevant colleagues.

However if, for example, the investigation concludes that training should to be modified to enable staff to deal with situations differently in the future or that council guidance may need to be modified, then the IRF may be helpful in drawing attention to the matter. In this case an IRF may be completed retrospectively, particularly if there is no other convenient means of alerting all the relevant managers in the authority.

Repeated minor incidents that record that a child may routinely demonstrate challenging behaviour definitely do not need to be reported on an IRF. If the child's behaviour unexpectedly escalates to causing major injuries ([see above](#)) though, it may prompt consideration that the child is wrongly placed and that staff and other children's safety could be at unacceptable risk. This change would certainly warrant the use of the IRF so that the relevant county manager has the

opportunity to spot a trend in one school, seen against the bigger picture of information from other similar schools.

There is also a question about the use of the IRF for recording circumstances when restraint has been necessary. The existing policy on restraint does suggest the IRF should be used. However, the use of restraint is fairly rare, and the Schoolsafe physical techniques are very specific. For the time being, it is only the use of the Schoolsafe physical intervention techniques that require the IRF to be used and there should be separate follow up on these restraint events **in every case**.

https://www.schoolsurf.suffolkcc.gov.uk/docs/unrestricted/Health_and_Safety/General_Information/general_risk_assessment121004.doc