





HEALTH & SAFETY POLICY

The Head Teacher has the overall responsibility for Health & Safety & wellbeing of all staff, Pupils and visitors.

All employees are responsible for:

- Looking after their own safety and the safety of others affected by their work.
- Co-operating with the council and school, by following safe working practices and carrying out their health & safety responsibilities as detailed in the ECC Codes of Practices and schools policies regarding health & safety.
- Report to the Health & Safety Co-ordinator or line manager any hazards they identify and any inadequacies in health & safety procedures.
- Take part in any health & safety training and development identified as necessary by Essex County Council, the Head Teacher or their Line Manager.
- Use work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or others non-employees, risks are assessed as part of the planning stage and control measures implemented.
- Report health & safety incidents, in accordance with the Councils and schools health & safety Incident reporting Procedure.
- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff have a duty of care, and are responsible for the effective supervision and safeguarding of pupils under their care. This includes ensuring that pupils follow Health Safety instructions where practicable.

Reviewing staff member:	Simon Wall – Headteacher and Terry Donaldson – Site Manager
Approved by reviewing staff member:	
Date Approved:	17/12/2023
Reviewing governor:	Shirley Croft
Approved by reviewing governor:	
Date Approved:	31/10/2023
Next review date:	Autumn 2024

General Points:

Health & Safety information is displayed on the staff room notice board.

New staff/ students and volunteers should be made aware of policies and guidelines as part of their induction.

All staff should be instinctively aware of normal good practice and standards in all aspects relating to Health & Safety and well being of themselves, pupils and other persons.

In dealing with the disposal of human waste or blood, staff are advised to use disposable gloves, protective aprons etc.

The special bins provided in the toilet areas must be used for the safe disposal of soiled material.

Regular cleaning of classroom equipment is important, to stop cross infection.

Careful supervision is required when pupils are handling sharp and pointed equipment, small objects that may be swallowed.

"Super glue" and "solvent" glues should not be used.

All cleaning materials should be stored safely away, and COSHH Data sheets should be obtained, if necessary, on all products that could cause harm, and stored in the medical room.

Pupils must not use electrical equipment without supervision.

All damage or aspects of the schools buildings or facilities which could be hazardous or any Health & Safety concerns should be reported to the Health & Safety Co-ordinator or the site manager and entered on the health & safety forms for recording and monitoring purposes.

Codes of practice offer guidance on standards in a variety of curriculum and general areas. Codes of practice should be observed and adhered to. Copies are maintained in the staff room and school policies are in the staff room & finance office.

Risk Assessments should be completed and recorded, for outings, one off events shows etc and for anything that poses a risk of harm. There is a Risk Assessment monitoring timetable kept in Health & Safety Coordinators room and folder with copies of the schools risk assessments are kept in the staff room.

Swimming:

We must follow ECC code of practices for swimming & Emergency Evacuation plan, NOP, SSW etc this information is located in the staff room and pool side.

Fire Safety:

All staff must be familiar with the location of the nearest fire call point, fire blanket, fire extinguisher and its operation instructions.

Fire call points, instructions and procedures for evacuation must remain clearly displayed and not covered by furniture, equipment or wall displays.

Emergency exits must be kept clear of all furniture and equipment. Where emergency exits are locked, staff should ensure that the key is always located in a prominent position near the door.

Care should be taken to ensure that corridors are not blocked by equipment, which would hinder evacuation procedures.

Staff are responsible for supervising pupils during a full evacuation and accounting for the class and any visitors at the pre-determined assembly point.

Critical Incident & Emergency: please read separate guidelines located in the school office & health & safety notice board.

Accident & Illness:

The schools named first Aiders can administer first aid, this must be recorded on relevant ECC forms and parents must be informed.

The Head Teacher should be informed of any pupil suspected of having infectious diseases. Parents must be informed.

If a pupil is found to have an infestation of head lice, parents should be informed and requested to treat the problem.

If a pupil needs hospital attention, it may be necessary to call for an ambulance. A person who is known to the pupil should accompany the pupil in the ambulance. The person who accompanies the pupil should have the necessary medical information relating to them. In such an event, parents must be informed as soon as possible.

A first aider will not be called if a medical plan is being followed for a student or staff member.

All serious accidents and injuries to staff and pupils must be reported to the Head teacher and the appropriate forms completed. The incident/accident or near miss must be put on the schools info link under incident reporting and a paper copy retained in the incident file, which is located in the Health & Safety cabinet, parent/carers should be informed by telephone/ home school diary whenever possible where accident/injury to a pupil is involved or if the pupil has put any foreign objects e.g. stones, food up their nose or in ears etc. All other accidents and minor injuries should be recorded and reported to parents according to the schools protocol. Staff, pupils that have had vomiting/diarrhoea should stay away from school for 48hrs clear from that last episode to stop the spread of infection and to protect the vulnerable pupils within our school.

Medicines & Drugs:

All medication must be kept and locked in the drugs cabinet, which is located in the medical room in school or in boarding.

At no time are any kinds of medication allowed to be kept in the classroom.

Medication is to be administered by School nurse or by trained members of staff.

Any medication given to pupils must be recorded in the medication folder and on the epilepsy care plan.

Medication or first aid cannot be given to pupils without the consent of their parents/carer.

All pupils must have a care plan written up for their care needs i.e: epilepsy, diabetes, dysphasia trachy care and oxygen.

Teachers planning day trips or extended residential holidays must ensure that they take any medications with clear instructions and record on medication forms.

Please read the medication policy and administration of medicines & procedures for dealing with certain medical conditions.

Epilepsy:

Guidelines relating to the management of epileptic seizures should be given to staff. Prolonged seizures may need emergency admission to hospital if the pupil does not have medication in school to treat prolonged seizures, (over 5 minutes).

Pupils with medication to treat prolonged seizures must have a care plan in place giving details on how to treat them and this must be reviewed annually or sooner if the need dictates. Trained members of staff must only give medication, and they must be assessed as competent annually.

The number and duration of all epileptic seizures must be recorded and parent/carers informed if their child has had a seizure that day.

Health & Safety Monitoring:

Health & Safety policies and procedures will be monitored regularly to ensure that standards are maintained and improved. Monitoring will include:

- Termly Fire Drills
- Weekly fire call point test
- Termly whole school inspections by Head Teacher/Health & Safety Co-ordinator or H&S Governor.
- Termly meeting with the governor for Health & Safety
- immediate responses to Health & Safety concerns
- Annual internal safety audit (to be determined by ECC Health & Safety Dept)
- Regular inspections of portable electrical appliances, fire extinguishers, PE equipment, outdoor play equipment annually. Fire alarm System and moving and handling equipment 6 monthly.
- Staff Training updated and recorded and assessments of competency regularly checked.
- Catering see separate risk assessments

Safe Guarding & Child Protection

We are committed to Safe Guarding and Child Protection of our pupils any concerns regarding pupil safety should be brought to the attention of the head teacher and if they are not available see Deputy/Assistant head teachers - see separate Policy.

Security:

We have a security swipe card system on the external gate and internal door to enable us to keep our pupils safe. All visitors are asked for ID and asked to sign in and out in our inventory system by reception staff; staff/visitors are to sign in and out during the working day on the inventory system. All staff are given a photo swipe card and wear uniform. Staff that are working outside school i.e., home visits carry mobile phones so that they can be contacted and are informed of any issues relating to the family.

Please also read the following: -

- **Essex County Councils Health & Safety & Wellbeing Policy**
- **ECC HSPs & Guidelines for swimming pools**
- **Code of Conduct**
- **E-safety Policy**
- **Behaviour Management Policy**
- **Moving & Handling Policy**
- **Managing H&S swimming pools**
- **Infection control**
- **Accident & Incident procedure**
- **Intimate care of pupils & First Aid**
- **Medication Procedure**
- **Fire risk assessment**
- **Minibuses HSP 9.24**
- **Legionella HSP 9.38**
- **Oxygen in the workplace HSP 9.45**

