

Health & Safety Policy

Including policies and procedures on risk assessments

See also, 'Who We Are, What We Do & How We Do It', Physical

Intervention and First Aid & Medical Condition in School Policy

Purpose

Independent Schools are required to have a Health & Safety and the governing body is responsible for the Health & Safety of all pupils and staff.

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave us with the opportunities and are able to become positive members of their communities.

To do this, we have 3 principles that underpin our policies, practices and everything we do:

- 1 Everyone can learn, achieve and has the potential to be successful
- 2 Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- 3 We have high expectations in everything we do

INTRODUCTION

This document states our aims, principles and strategies for ensuring a high standard of Health & Safety at Seva Independent School (SIS).

SIS aims to provide a safe and healthy working and learning environment for staff, pupils and visitors at all times and recognises and adheres to The Health and Safety at Work Act 1974 and Risk Assessments: The Management of Health and Safety at Work Regulations 1999. As a result, we recognise that it is our duty to manage our school in such a way as to ensure, so far as is reasonably practicable, that anybody at SIS is not exposed to risks to their health and safety.

We accept that we have a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises and believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the effective education of our pupils.

RESPONSIBILITIES

SIS recognizes that everyone plays a role in ensuring the safety of themselves and each other and within this section, aims to identify responsibilities that staff, pupils and wider members of the community can contribute.

The School Manager

- Providing and maintaining a safe and healthy learning environment, equipment and systems of work for all our employees and the pupils we provide education to. We will provide them with such information, training and supervision, as they need for this purpose.
- Recognising that there are higher levels of risk due to the nature of our pupils and providing further training to staff to be able to safely manage any behaviours that may pose any higher risks. Likewise, our employees have a responsibility, which includes taking reasonable care of their own health and safety and that of others that may be affected by what they do or do not do.

- Recognising a greater level of care and vigilance is required in our schools for our pupils and contractors in terms of safety procedures, within the vicinity of the school building.
- Establishing a system for reporting, recording and the investigation of accidents and near-misses and ensuring that this is applied rigorously.
- Monitoring and reviewing this policy, ensuring that necessary revisions are undertaken.
- Ensuring all staff are familiar with the Health and Safety policy of the school.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Continually improving Health and Safety Standards in line with relevant good practice, and not merely within the legal minimum standards.
- Ensuring that there are speedy arrangements for the speedy evacuation of the building in case of fire or other emergency and that fire fighting equipment is available and maintained.

School Manager

- Taking responsibility for the day-to-day operations of the Health and Safety Policy, delegating practical aspects to the Operations manager in the Seva Group.

All staff

- Promoting a spirit of safety consciousness and using resources and training to develop the pupils' understanding of their own responsibilities in taking reasonable care of their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking quick action to ensure that pupils are not allowed to jeopardise their own safety or that of others. In cases where the Pupil is intent on this, using training provided and following the Care and Control Policy to minimise the risk to the pupil, others and the property of the school.
- Providing opportunities and therapeutic forums to discuss appropriate health and safety issues.
- To make sure risk assessments are carried out before any off site visits or trips.

Pupils

- Taking part in a morning meeting with other pupils and staff to plan the day and discuss issues at the School Council meeting at the end of the day.

Parents/Carers

- Ensuring that the pupils attend the school in good health.
- Providing prompt communication to explain any absences.
- Ensuring school staff have a full handover regarding any incidents, behaviours and any other matters that have occurred at home which may mean the pupil could require extra support, understanding or the opportunity to talk with someone before starting their school day.
- Ensuring the school has up to date emergency contact details for parents and other professionals involved in the Pupils care.

PROCEDURES

SIS understands that our principles have to be underpinned by effective and robust procedures that are undertaken and reviewed routinely. To ensure all members of the school community are aware of health and safety, we:

- Have regular discussion to review health and safety issues. For providing pupils with opportunities to discuss health and safety:

- Daily meetings at the start of every school day, and school council meetings throughout the term
- A programme of personal and social education designed to promote self-esteem, mutual respect self-discipline and social responsibility.

For accident prevention, reporting and investigation we have:

- Risk assessments formulated and regularly reviewed.
- Vigilance by staff to recognise potential causes of accidents (to include pupils' behaviour) and to act to prevent these where possible.
- Promptness in reporting potential hazards to the Head Teacher and an immediate response to such reports.
- Completion of the appropriate accident reporting paperwork to include any injuries sustained and body map completion if applicable.
- Prompt investigation of all accidents by the Head Teacher in order to establish the cause and adopt any remedial measures.

For First Aid provision we have:

- Trained, recognised first aiders in school at all times.
- Provision of fully stocked first aid boxes in the classrooms.
- A system of notification to home residential staff of any head injuries or minor injuries.
- Summoning of an ambulance where necessary by any responsible adult and arrange to meet and guide the ambulance if needed. A member of either residential or school staff will accompany a pupil to hospital.
- All staff will be trained in Emergency First Aid and a list of training dates will be held by the Head Teacher.

For fire precautions we have:

- A dedicated procedure for emergency evacuation which is displayed in the school and is shown to all visitors on their arrival.
- At least termly, recorded fire drill.
- Regular checks of equipment, procedures and exits by the School Manager and maintenance of equipment yearly by certified qualified company.
- All fire exits clearly signed.
- As required by the Electricity at work Regulation 1989 the home will ensure that an annual electrical safety test of fixed wiring will be undertaken by a trained competent person qualified to do so and certified documentation will be kept onsite.
- Dedicated Fire Marshall training for all staff.

For the use and control of substances hazardous to health we have:

- Storage of such substances locked and not accessible to pupils.
- The issue of personal protection equipment (eg rubber gloves) when necessary.
- COSHH data sheets for all substances on site which are held by the Head Teacher.

For electric safety we have:

- Siting of equipment to avoid trailing wires.
- Annual PAT testing electrical contractors on all portable electrical equipment.

For coping with special medical conditions, we have:

- Information given to all staff about any special medical conditions of Pupils attending the school and about what response may be necessary in an emergency.

- Liaison with parents and home staff about any changes in any pupil's medical condition.

A requirement that all medicines brought to school must be clearly labelled with the pupil's name along with their dedicated recording sheets which will inform the dosage and frequency.

- For dispensing of medication please see policy for Medication Dispensing and Administration.

For developing understanding around the importance of personal hygiene we:

- Remind and support pupils day to day to encourage personal hygiene routines which include pupils washing their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- A programme of health education.

For ensuring outside safety we:

- Regularly review the use of offsite locations and dynamically assess any risk and take appropriate steps to reduce risk.
- Supervision at all times

For planning and responding to works:

- SIS has an online logging system where they record dates they have reported works to maintenance, levels or urgency and the dates they were completed.

RISK ASSESSMENTS

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At SIS we are very aware that all staff and pupils need to receive training. Risk assessment proforma, and

completed documents are maintained by the School Manager and are available to all staff.

The Seva Group is responsible for keeping records of staff training.

WHAT ACTIVITIES REQUIRE A SPECIFIC RISK ASSESSMENT?

There are numerous activities carried out in SIS, each of which requires a specific risk assessment. The most important of these include, Fire safety procedures and risk assessments and Educational visits and trips. As a guide we separate risk assessments into 3 tiers:

- **Tier 1** – a regular activity that is risk assessed each full term. This may include cooking, PE, use of libraries etc. Permission for these is acknowledged on this form.
- **Tier 2** – a one-off trip that is organised but is low/moderate risk. This may include trips to the cinema, for lunch, a museum etc. A risk assessment is created for each trip. Permission for these is acknowledged on this form.
- **Tier 3** – a trip that carries a moderate risk and/or additional considerations. This may include swimming, theme parks, paint balling, go-karting. This requires specific permission for each trip or block booking (a block of swimming lessons for example). Permission will be sought in writing and we will keep a record of this.

Activities that may require risk assessments include but are not limited to:

Educational

- Food Technology
- Each physical activity
- Art
- Gardening
- Vocational activities
- Travel in the school cars

At SIS, we make use of model or generic risk assessments, for our educational activities and visits. All teaching/school staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the school office, and the School Manager is responsible for ensuring that accident reports are passed to the coordinator at Head office. In the case of a medical emergency, staff are instructed to dial 999 and ask for emergency services. First Aiders are: Noreen Rahman.

The School Manager is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor, to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Child Protection

Our Safeguarding policies, and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children and are not allowed to work in the UK. By extending this regime to Governors, volunteers, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Behaviour

Each pupil has an individual risk assessment as explained in detail in 'Risk assessment procedures. This policy should be read in conjunction with this and also individual risk assessments, Visits and trips risk assessments, policies relating to behaviour management and procedures for dealing with violent and aggressive behaviour.

Support Areas

- Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training cover risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk assessments cover every room, corridor and emergency exit in the entire school.

Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling and working at heights Induction and refresher training covers risk assessments, protective equipment and safety notices.

CONDUCTING A RISK ASSESSMENT

Our policy at SIS is not to carry out any high-risk activity. This is clearly outlined in a very comprehensive guide to organising educational visits. Activities involving pupils are normally low risk. We undertake a few medium risk activities with pupils, such as high ropes, and canoeing; but only using specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities and are expected to wear protective equipment and to follow instructions.

We will always employ specialists to high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage. This might be when working on practical projects in school, or on work experience/placement.

Specialist Risk Assessments

The company's Head office arranges for specialists to carry out the following risk assessments:

- Fire safety
- Gas safety
- Electrical safety

Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The separate policy on the management of

health and safety describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning.

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded).

Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the School Manager in order to enable the Directors to comply with their health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the leadership team.

The School Manager keeps an ongoing watch over all of these areas, and reports are made to the maintenance team and Governance group outlining any concerns or developments as soon as they become apparent.

Noreen Rahman
Head Teacher

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Seva Care Group Ltd
Company Registration Number: 06496694.
Registered office address: 14 College Road, Harrow. HA1 1BE.
Telephone: 020 8422 2999.